

ABI Procedure for Laboratory/Office Close-out (Decommissioning)

Effective February 9, 2015

When a Principal Investigator (PI) vacates or closes down a laboratory in ABI, or transfers to another location within the University, the laboratory must be left in a condition which is safe for the next occupant, or for construction/ renovation workers.

It is thus the responsibility of the principal investigator to ensure that all research materials in the laboratory designated to this PI (ex: stocks, culture media, dried samples, etc.) are disposed in the proper procedure.

To facilitate the laboratory clearance, ABI Director is to be notified as early as possible that the PI plans to vacate the lab. ABI will assist the PI in following proper procedures, ensuring regulatory issues are addressed, meeting your schedule and minimizing any disposal or additional costs.

1. Timeline

- a) Six weeks prior to leave/move: PI has an initial meeting with ABI Director/Administration and supervisor.
- b) Two weeks prior to leave/move: lab work must end.
- c) Two days prior to leave/move: all equipment and surfaces decontaminated.
- d) One day prior to leave/move: walk-through by ABI Director/Administration, principal investigator, supervisor, and specified personnel* on vacated lab. An equipment inventory list will be provided by the PI for checkout purposes.

*In the initial meeting, it will be determined who will be in the final walk-through according to usage of specific areas (ie, Radiation Room, Animal Facility, Greenhouse, Growth Chambers, and/or other core areas consisting of pieces of equipment).

2. Laboratory Facility

All modifications done to the laboratory space assigned for research must be returned to its original/standard design; this requirement also applies to the furniture in the assigned offices. Shelves and cabinet doors must be reinstalled if removed; drawer pull/knobs must not be missing; stains from floors and workbenches must be removed.

3. Equipment and Supplies

Reallocation of equipment and supplies purchased by ABI or from granting agencies resides with the ABI Director/Administration. Discussions about the close down must occur with the ABI Research Technology Manager.

4. Disinfection of Equipment and Surfaces

Equipment and surfaces may have been contaminated with chemical, biological or radiological materials, whether through storage of these materials on or in the equipment, or through spills which may have occurred.

Additionally, some pieces of equipment may contain hazardous materials as part of their makeup. This would include equipment such as scintillation counters with radioactive sources, vacuum pumps containing oils, rotavapors with organic solvents, centrifuge rotors, equipment with mercury lamps or switches, gas standards, PCB (polychlorinated biphenyls) containing ballasts and transformers.

All surfaces are to be free of hazardous contamination. This includes laboratory benchtops, storage cabinets, drawers, floors, areas under sinks, sinks, telephones and door handles.

All fume hoods must be free of chemical contamination prior to vacating the laboratories. This includes removal of all containers of hazardous materials. All accessible hood surfaces are to be cleaned with a suitable cleaner (mild soap, unless contraindicated due to chemical use in fumehood). Contact the ASU Environmental Health and Safety office (EHS) for recommendations. If fume hood has been previously used for radioisotopes, contamination monitoring will also be required.

All biological safety cabinets must similarly be free of contamination. All materials within the cabinet are to be removed. All accessible surfaces are to be cleaned with a suitable disinfectant (in most cases, a 10% Javex solution or 0.5% sodium hypochlorite will effectively decontaminate).

All refrigerators and freezers that belong to the departing researcher are to be emptied of all items, and must be appropriately cleaned and disinfected. Notify the ABI Technology Manager if any remaining supplies require refrigeration/freezer. If the researcher has been using shelf space of shared freezers or refrigerators, the researcher must remove items from those shelves and clean in a manner not affecting the items stored by other researchers in those shared freezers and refrigerators.

5. Biological Research Materials

Research involving biological materials is regulated by EHS and in specific cases by the ASU Institutional Biosafety Committee (IBC) and the Institutional Animal Care and Use Committee (IACUC). Each researcher is required to self-identify the correct disposal procedures for their biological materials, and consequently, proper procedures should be applied for disposal. Nevertheless, below are listed some generic procedures to assist in disposal.

5.1. Live Animals

All remaining animals related to this PI's research will be euthanized. Euthanasia will be performed by a trained technician using the Standard Operating Procedure for the ABI Animal Care Facility. Discussions about the close down must occur with the Animal Facility Manager.

All remaining controlled substances used during research will remain in the Animal Facility. No equipment or supplies used for research with animals are to be removed from the Animal Facility and taken to the general lab space or outside of ABI. After the departure, if there should be any animals remaining, ABI will appropriately dispose of them.

5.2. Animal Cell/Tissue Samples

All animal cell/tissue samples are to be properly decontaminated prior to disposal. All samples on slides and needles are to be placed in red sharps containers.

5.3. Plant Material

All plant material including seeds and soil will be properly discarded in accordance to the Standard Operating Procedures for each plant as approved by the IBC. Discussions about the close down must occur with the Greenhouse/Growth Chamber Manager.

Equipment, supplies, and chemicals used for plant research will remain in the same area. No items are to be removed from the Greenhouse, Growth Chambers or Head House and taken to the general lab space or outside of ABI. After the departure, any plant material that may remain will be appropriately disposed.

5.4. Microorganisms and Cultures

All cultures are to be properly decontaminated prior to disposal.

6. Chemicals

Chemicals are perhaps the most visible and critical hazard for researchers to address when considering a laboratory move, shutdown or repair. Unfortunately, it also is one of the most frequently ignored steps in a laboratory decommissioning.

Ensure that all containers of chemicals are labeled with the name of the chemical. All containers must be securely closed. Chemical waste must be disposed in accordance with the ASU EHS guidelines (www.astate.edu/a/ehs/).

PI provides ABI administration with a detailed inventory of all remaining chemicals. And specifically identify those that need to be stored in a hood, fire safety cabinet, refrigerator and/or freezer.

The ABI administration will take responsibility of transferring any chemicals to another principal investigator. No chemicals are to be transferred to another institution without the written approval from the Vice Provost for Research.

7. Radioactive Materials

Prior to close-out of any radioactive materials laboratory or equipment, the Radiation Officer is to be advised. It is the responsibility of the authorized permit holder to do so.

All radioactive materials are to be depleted or disposed. Disposal records are to be forwarded to Radiation Officer. Any remaining materials may be transferred to another authorized permit holder within the university as long as the Radiation Office and ABI Director approve the transfer.

Personal radiation dosimeters (badges and rings) should be returned to the Radiation Officer. Obtain verification of the return from the Radiation Officer to provide the ABI Office.

8. Controlled Substances

Researchers utilizing any type of controlled drugs or narcotics in their research should discuss this with the ABI Director/Administration in the initial meeting held 6 weeks prior to their departure.

9. Gas Cylinders

PI relocates gas cylinders to the gas cylinder holding room ABI 139 and calls the appropriate vendor for pickup. PI closes out account with that vendor and provides the ABI office copies of those return tickets and account closing documents.

10. Shared Storage Areas

Shared storage areas are present throughout the ABI. These may include shared ultra-low freezer space, liquid nitrogen storage containers, cold rooms, flammable storage cabinets, corrosive storage cabinets, and shared equipment rooms. Departing researchers must carefully survey any shared facility in order to locate and appropriately dispose of their materials. They must also ensure that contact information on remaining shared equipment is amended accordingly.

11. Computer Equipment and Office Items

All computers, scanners and printers should be returned to the department that purchased the equipment. The receiving department should contact ASU Information and Technology Services (ITS) to wipe the computers clean and setup for the next user. All remaining office supplies should be returned to the department that purchased the supplies. All Cisco IP phones are property of ABI and should remain in the lab or office.

12. Post-Doc Space

Each lab has post-doc desk space assigned. All computers and data logs belonging to the researcher/post-doc removed, personal items discarded, and appropriately cleaned.

13. Keys & Pcards

All ABI keys must be returned to the main ABI Office no later than the morning of the last day of work. ABI will provide a list of keys that are issued to the PI and other personnel under the PI’s supervision. Any Procurement Cards (Pcards) will have their purchase privileges suspended no later than six weeks prior to departure and must be returned to Procurement Services.

14. Personal Items

Signs, posters, textbooks, personal items, and other non-university/ABI property should be removed. Any materials remaining for the next user should be labeled by the PI. After the departure, any other remaining items will be disposed.

15. Transferring or Moving of Items

If there should be any anticipation of transferring equipment, supplies, chemicals, biological materials, animals or anything else to another researcher/lab or moving/transporting items to another location this must be discussed and agreed upon in writing prior to transfer. This discussion should begin at least three months prior to the departure. This agreement should be approved by the ABI Director prior to the researcher leaving/moving. Any items that may have been borrowed must be returned to the original owner and provide the ABI Director a list of those details. If a PI plans to move their grant to another institution, approval is required from the Vice Provost for Research before anything can be removed from the ABI facility.

=====

Time Table: (anticipated dates)

- _____ Initial meeting with ABI Director/Administration and supervisor (6 weeks prior to leave/move)
- _____ Ending of lab work (2 weeks prior to leave/move)
- _____ Conclusion of decontamination of all equipment and surfaces (2 days prior to leave/move)
- _____ Walk-through by ABI Director/Administration, PI, and supervisor on vacated lab (1 day prior to leave/move). An equipment inventory list will be provided by the PI for checkout purposes

I acknowledge and agree to the requirements stated above pertaining to the decommissioning and clearance of my assigned ABI laboratory space will be completed prior to my departure/move. I understand that my termination workflow will not be signed until all steps are completed.

Departing Researcher (Printed Name)	Signature	Date
-------------------------------------	-----------	------

Supervisor (Printed Name)	Signature	Date
---------------------------	-----------	------

ABI Director/Administrator (Printed Name)	Signature	Date
---	-----------	------