

Laboratory Move and Shutdown Procedure



NYU

TANDON SCHOOL
OF ENGINEERING

Applicability

Laboratories at Tandon must be left in a state suitable for new occupants or for renovation activities. The vacating Principal Investigators and Department are responsible for ensuring the disinfection of equipment and counters, electronics and fluorescent bulb recycling, and disposal of chemical, biological, radioactive waste materials are properly completed prior to vacating the space. This document also applies to lab moves within Tandon, and will help coordinate necessary approvals and facilitate a smooth transition for the laboratory.

Responsibilities

- **Environmental Health and Safety (EHS)** will provide proper guidance for the vacating of laboratories. EHS will guide Principal Investigators and departments through the process of cleaning up a laboratory, and provide hazardous waste pick-ups for clearance purposes.
- **Principal Investigators (PIs)** are responsible for following this procedure to ensure that laboratories are left in a suitable condition for EHS to issue a laboratory clearance and for completing the clean out of all materials (chemical, biological, radiological, waste, etc.). This includes both removing materials and properly disinfecting work surfaces along with University owned equipment that will remain. The Laboratory Close Out Checklist would need to be completed and provided to the Research and Laboratory Safety (RLS@nyu.edu).

Maintaining Safety

- While packing and preparing for your move or close out, corridors must remain free of trash, hazardous materials or anything blocking egress paths.
- Do not block emergency equipment inside or near the lab space (eye wash, safety shower, fire extinguisher, etc.)
- Do not lose sight of the hazards surrounding you (slips, trips and falls are among the most common accidents in labs).

Administrative

- Research and Laboratory Safety (RLS), and Environmental Health and Safety (EHS) must be notified 90 days prior to, or at earliest convenience to coordinate material handling and disposal of hazardous waste.
- Notify the Department Head and Facility Manager.
- Notify appropriate Safety Committees to update registrations (i.e., IBC, IACUC, IRB, Radiation, etc.)
- Notify the Office of Veterinary Resources, if housing animals. Contact 212-998-2112, uawc.info@nyu.edu
- Update biological materials, chemical inventory, and equipment inventory in BioRAFT.

Biological Materials

- Biological materials **not** considered waste must be removed from the laboratory, and must be transported in a secondary containment that is rigid, puncture-resistant, leak-proof, and impervious to moisture. The secondary container must be sealed to prevent leakage and must be labeled with a biohazard label.
- Autoclave all biological waste and discard as Regulated Medical Waste (RMW) in a biohazard red bag then placed inside a specialized cardboard box (containing a red liner bag), and label with lab name, building and room number. Contact Volodymyr Krynytskyy, vk579@nyu.edu
- Place all sharps (syringes, Pasteur pipettes, serological pipettes, razor blades, etc.) in a sharps container then placed into a cardboard box lined with a red RMW bag. Please label the outside of the cardboard box "SHARPS."
- Liquid biohazard waste must be autoclaved in vented containers with the appropriate cycle on the autoclave. Once cool, it can be flushed down the sink.
- Glassware **not** contaminated with biological or infectious materials must be packaged in the "Laboratory Glassware" box. Please attach the "[Lab Glassware Label](#)" to the outside of the box.
- Decontaminate all equipment (e.g., incubators, refrigerators, storage cabinets, etc.) and work surfaces with 10% bleach solution or 70% alcohol. Attach a "[Notice of Equipment Decontamination](#)" label to each piece of equipment after decontamination is complete.

Chemical Materials

- Submit a [Chemical Waste Pick-Up Request Form](#) to EHS to dispose of all unwanted chemicals. Please **do not** dispose chemicals down the drain.
- If you are permanently leaving a lab, but do not waste to dispose of the chemical, please have another PI take ownership of the chemical and update their virtual lab in BioRAFT.
- All chemicals that are **not** waste must be removed from the laboratory, and labeled properly. All unknown chemicals must be identified, and labeled, but if not, they should be disposed as well.
- If chemicals are being shipped, ensure that they are packaged appropriately.
- Submit a waste pick-up to EHS for all peroxide formers. Peroxide forming chemicals must be tested every 6 months. Please ensure that the most recent test is indicated on the [Peroxide Forming Chemical Label](#).

DEA Controlled Substances

- If the PI has the DEA license, then the PI will be responsible to notify the applicable regulatory agency to update ([DEA Registration Form](#)), transfer or terminate the DEA license. Please contact the receiving institution of assistance. All controlled drugs must remain in the possession of the registrant throughout the move. Do not include these with your chemical move.
- Contact RLS to dispose of Controlled Substances in accordance with the NYU Policy. Contact RLS@nyu.edu, 212-998-1450
- All authorized personnel or unit registrants must complete the surrender log.
- All unwanted controlled substances must be labeled "Do Not Use."

Radiation

- Notify Radiation Officers to dispose of radioactive materials and to conduct close out protocols. Contact Valery, Sheverev (sheverev@nyu.edu).

- Decontaminate equipment that may have been in contact with radioactive material.
- Perform wipe tests and document the test in the Radiation Safety Handbook.
- Remove all radioactive labels and signs when wipe tests indicate that no contamination is present.
- Once equipment no longer poses any radiation hazard, fill out and attach the "[Notice of Equipment Decontamination](#)" label.

Disposal of Compressed Gas Cylinders

- Remove regulators and replace the valve stem cap. Return gas cylinders to the supplying vendor. Contact EHS for non-returnable cylinders.

Relocating Compressed Gas Cylinders (Including Liquid Nitrogen Cylinders)

- When laboratory relocations require crossing a public road, compressed gas cylinders (including liquid nitrogen cylinders) must be transferred by supplying vendor

Liquid Nitrogen Freezers

- The vendors supplying liquid nitrogen recommends that liquid nitrogen freezers be drained to a minimum level (to sustain freezing of cells) prior to relocating. Liquid nitrogen freezer should be scheduled for refill as soon as possible at the new location by the vendor.

Laboratory Equipment Relocation or Disposal

- Call [Asset Management](#) about the transportation of equipment if relocating (i.e., refrigerators, cabinets, freezers, fume hoods, etc.) Asset Management: 212-995-4248
- Remove all contents from laboratory equipment (e.g., chemicals, media, glassware).
- Remove all bench coats and disposable liners/covers from equipment and dispose in red bag waste.
- Decontaminate all surfaces of contamination prone equipment (e.g., refrigerators, freezers, incubators, water baths, biological safety cabinets, centrifuges) with an appropriate disinfectant. See table for specific recommendations.
- Freezers used to store biological materials must be unplugged and defrosted.
- Incubators and water baths must be drained of all water, including water bath inside the jacket.
- For equipment disposal, contact George Reis (gpr1@nyu.edu) in Grounds (grounds@nyu.edu).

Computer and Electronic Equipment Recycling or Disposal

- All electronics (central processing units, monitors, keyboards, printers, televisions, scanners, etc.) and lab equipment must be separated from general trash.
- Decontaminate all surfaces of contamination prone equipment (e.g, keyboard, buttons, switches) with alcohol/disinfectant wipes.
- Prior to disposal or sending for surplus, all software and data files on all computer equipment must be destroyed or sanitized. NYU Information Technology (NYU IT) has issued information and [guidelines to assist departments in accomplishing this task](#).

- The computer equipment must be “tagged” for surplus or disposal by the department of Asset Management. Information and guidelines for achieving this are located on the [Asset Management’s website](#).
- If the equipment is going for surplus, Asset Management will arrange for the removal.
- If the equipment is being sent for recycling/disposal, submit an [Electronic Waste Pickup Request](#). Contact George Reis (gpr1@nyu.edu) in Grounds (grounds@nyu.edu).

Universal Waste

- All Universal Waste (e.g., fluorescent lamps, batteries, thermostats, CRTs, etc.) should be separated by type, stored in sealed containers with the containers labeled with the waste name and the date of the waste accumulation.
- Submit a [Universal Waste Pickup Request Form](#).

General Laboratory Cleanup

All laboratory areas must be thoroughly cleaned to assure removal of all hazardous residues. All surfaces where hazardous chemicals have been used or stored must be washed with detergent and water. This includes benchtops, cabinets, drawers, floors, and etc.) For furniture and other items that are to be removed from the laboratory, thoroughly decontaminate accessible surfaces to prevent harm to movers.

- Empty and properly dispose of material from all drawers, cabinets and fume hoods
- Properly clean laboratory benchtops, cabinets, drawers, floors, fume hood surfaces (preferably with soap and water).
- All laboratory equipment to be moved must be cleaned and effectively decontaminated on all external surfaces with EPA approved disinfectant (70% alcohol, fresh 10% bleach solution or other disinfectant solution). All hazard labels should be defaced.
- All laboratory equipment being left behind for another user or for disposal must be cleaned and decontaminated on all external and internal surfaces. All hazard labels should be removed or defaced.

Table	Laboratory Equipment Decontamination
Biological Safety Cabinet	Requires decontamination with fresh 10% bleach solution and 70% alcohol
Equipment used for biological material work (e.g., refrigerators, freezers, centrifuges)	Requires surface decontamination with fresh 10% bleach solution or 70% alcohol
Chemical Fume Hood	Must be empty: chemicals and waste removed. Surfaces cleaned and decontaminated
Incubator	Drain water jacket, clean and decontaminate internal and external surfaces. Disconnect services (CO2) to the incubators.
Ductless Chemical Hood	Requires decontamination and removal of the filter. Discarded filters should be treated as hazardous or biohazardous waste depending on the use of the hood and chemical/biohazardous materials used.

HPLC or other equipment that draws fluid internally	Requires decontamination and drainage of all lines.
Equipment used for radioisotope work (e.g., pipettors, centrifuges)	Requires decontamination.
Computers and other electronic equipments	Wipe down with 70% alcohol or disinfectant wipes



Laboratory Close Out Checklist

Instructions: Researchers are responsible for complete clean out of all materials (chemical, biological, radiological, waste, etc.) and equipment. This includes both removing materials AND properly disinfecting work surfaces along with any university owned equipment that will remain. A copy of this checklist must be provided to RLS when complete.

Principle Investigator Name: _____

Laboratory Location(s): _____

(Building and room numbers, including cold rooms, procedure rooms, and shared spaces)

Item	Initials
Administrative	
Research and Laboratory Safety (RLS) AND Environmental Health and Safety (EHS) were notified. Please notify 90 days prior to, or at earliest convenience to coordinate material handling and disposal of hazardous waste.	
The Department Head and Facility Manager were notified.	
Appropriate Safety Committees were notified to update registrations (i.e., IBC, IACUC, IRB, Radiation etc.)	
The Office of Veterinary resources was notified, if housing animals. Contact: 212.998.2112, uawc.info@nyc.edu	
Will you be leaving the university or relocating within the university? Circle one: 1) Leaving NYU 2) Relocating within NYU - Indicate new location:	
Biological Materials	
All biological materials that are not waste were removed from the laboratory appropriately. The biological materials must be transported in secondary containment that is rigid, puncture resistant, leak proof, and impervious to moisture. The secondary container must be sealed to prevent leakage and must be labeled with a biohazard label.	
All biological waste has been treated in the autoclave and discarded as Regulated Medical Waste (RMW) following the biohazard waste collection procedures. Please discard in a biohazard red bag then placed inside a specialized cardboard box (containing one red liner bag) and label the lab name, building, and room number. NYU Tandon Campus: contact Volodymyr Krynytskyy, vk579@nyu.edu NYU Main Campus: contact Client Services (X81001), contactcsc@nyu.edu and RLS@nyu.edu for questions	
Liquid biohazard waste is to be autoclaved in vented containers and selecting the appropriate cycle on the autoclave. Once cool, it can be flushed down the sink.	
All sharps have been discarded in red “sharps” containers then placed into a cardboard box lined with a red RMW bag. Please label the outside of the cardboard box “SHARPS”.	



All glass waste not used with biological or infectious materials are packaged in the “Laboratory Glassware” box. Please attach the “Lab Glassware Label” to the outside of the box.	
Clean all contaminated equipment (e.g., incubators, refrigerators, storage cabinets, etc.) and work surfaces with a 1:10 bleach solution. Attach a “Notice of Equipment Decontamination” label to each piece of equipment after decontamination is complete.	
If you intend to relocate a Biosafety Cabinet (BSC) contact RLS and your facilities manager to request decontamination services within two weeks advance notice. Surface decontamination must be done by the lab first. If the BSC is to remain in the space it must be decontaminated by the lab before vacating the space. RLS@nyu.edu	
Call Asset Management about the transportation of equipment if relocating (i.e., refrigerators, cabinets, freezers, fume hoods, etc). Asset Management: 212.995.4248	
Update biological materials, chemical inventory, and equipment inventory in BioRAFT.	
Chemical Materials	
A Chemical Waste Pick-Up Request Form has been submitted through EHS to waste all unwanted chemicals . Please do not dispose of any chemical down the drain.	
All chemicals that are not waste were removed from the laboratory. All chemicals and containers have been labeled properly. All unknown chemicals have been identified. All chemicals are packaged and shipped appropriately.	
A chemical waste pick-up request form has been submitted through EHS to waste all peroxide forming chemicals . Peroxide forming chemicals must be tested every 6 months. Please make sure the most recent test is indicated on the Peroxide Forming Chemical label .	
All compressed gas cylinders and lecture bottles that are not moving have been returned to the supplier or have been disposed of through EHS.	
DEA Controlled Substances	
Update DEA Registration Form prior to relocation of controlled substances permanent storage:	
Contact RLS to dispose of Controlled Substances in accordance with the NYU policy . Contact: RLS@nyu.edu X81450	
All authorized personnel or unit registrants have completed the surrender log.	
All unwanted controlled substances are marked “Do Not Use”.	
Radiation	
Radiation officers were notified to dispose of radioactive materials and conducted close out protocols.	
NYU WS Campus: Steve Wagner, NYU Langone, Stevenwagner@nyulangone.org and Keegan Garcia, kh72@nyu.edu	



NYU Tandon Campus: Valery Sheverev, sheverev@nyu.edu	
General	
Contact client services through a Work Request Form to coordinate Universal and Electronic Waste disposal Contact: contactcsc@nyu.edu	
Please Remember: Chemicals should not be poured into any sink drains for disposal. If you are permanently leaving a lab but do not want to dispose of the chemical, please have another PI take ownership of the chemical and update their virtual lab in BioRAFT.	
RLS has conducted a final clearance inspection prior to custodial cleaning, maintenance or renovations. Contact: RLS@nyu.edu	
All items were removed from shared areas.	
If your laboratory is closing down permanently, give your Facilities Manager your copy of the laboratory safety manual.	

PI Signature: _____ Date: _____

Department Signature: _____ Date: _____

Note: Please return the completed closeout checklist to RLS during the final inspection or email RLS@nyu.edu.