

UNIVERSITY OF MASSACHUSETT-AMHERST  
ENVIRONMENTAL HEALTH AND SAFETY  
DRAPER HALL  
AMHERST, MA 01003  
Revised March 2005

PROCEDURE FOR ROOM CLEAN OUT PRIOR TO  
DEMOLITION/RENOVATION or REASSIGNMENT

The purpose of this document is to eliminate, as much as possible, any potential hazards to personnel and the environment prior to a room being demolished, renovated or reassigned.

This document applies to any and all demolitions, renovations or reassignment of space conducted at the University of Massachusetts/Amherst and any of its field stations

For the clean out of laboratories in particular, there has been an established, Policy and Procedures of Laboratory Clean Out of Hazardous Materials, Section 12-2, September 2000, and is included in the University of Massachusetts – Amherst *Laboratory Health and Safety Manual*. This is a revision of that policy.

**Policy:**

A policy is established for the "Laboratory Clean-out of Hazardous Materials" to assure that hazardous materials are disposed of properly when faculty, staff, postdoctoral associate, or graduate student transfers to a different laboratory or leaves the University. This policy will reduce the number of unwanted and unknown hazardous materials in laboratories, reduce waste disposal costs, and provide laboratory personnel with a healthful, safe, and clean place to work. This policy specifies responsibilities of the individual and department and the procedures that must be followed for the proper disposition of hazardous materials.

The faculty member assigned to a laboratory is responsible for the proper use and disposal of all hazardous materials in his/her assigned laboratory space. When a faculty member or personnel under his/her supervision transfers to a new laboratory or leaves the University, s/he must follow proper "clean-out" procedures. Each department will be responsible for developing written checkout procedures and inspecting facilities for hazardous materials when laboratory close out procedures have been completed. Environmental Health and Safety (EH&S) will review checkout procedures and provide information on hazardous materials, proper disposal procedures, and regulations governing disposal of hazardous materials.

Any problems resulting from improper management (such as, but not limited to, unlabeled chemicals, unknowns, outdated chemicals, chemicals which may have formed peroxides or have become shock sensitive) of hazardous materials at closeout will be addressed by the department head/chairperson, appropriate dean, director of EH&S and the chairperson of the appropriate safety committee (Institutional Chemical Safety Committee, Radiation Use Committee, or Institutional Biosafety Committee). *EH&S will not be responsible for any additional cleanup costs, regulatory action or fines resulting from non-compliance with this policy.* In these instances, the responsible department head will arrange for the necessary remediation funds.

### **Procedures:**

Remove and properly dispose of all hazardous materials from the main laboratory and also from any shared storage units such as refrigerators, cold rooms, stock rooms, and waste collection areas. Please refer to the Environmental Health and Safety (EH&S) publications, "*Laboratory Health and Safety Manual*", "*Waste Management at UMass*", and "*Radiation Safety Manual*". Clean and decontaminate all laboratory equipment, fume hoods, benchtops, cabinets, floors, and shelves. Adhere to guidelines in the Laboratory Safety Manual, such as the following "Sample Laboratory Checkout List" (Table 1).

If laboratory equipment is to be discarded, the following is necessary:

- Beware that hazardous materials (e.g., batteries, capacitors, transformers, mercury switches, mercury thermometers, oil, asbestos linings, radioactive sources, and CFCs from refrigerators, etc.) may be in equipment and must be removed before disposal. *Contact EH&S for assistance.*
- To dispose of equipment (not containing hazardous materials), notify the Property and Inventory Control Office. The supervising faculty member of the laboratory shall inspect the facilities and notify the department head/chairperson that graduate students, postdoctoral associates, and employees under his/her supervision have followed the proper disposal procedures and fulfilled his/her responsibilities for cleanup. In the absence of a supervising faculty member, the department head/chairperson shall appoint a faculty member to inspect the facilities or request that EH&S inspect the facilities to determine if the laboratory has been properly cleaned and decontaminated.

Table 1

<b>Sample Laboratory Checkout List</b>		
Each faculty member, graduate, postdoctoral, and undergraduate student shall have this form signed by the faculty member and department head before leaving the department.		
Name:	Building:	Room:
<b>Chemicals</b> *Inventory and label all chemicals and chemical waste in the laboratory. All areas of the laboratory should be inspected including refrigerators, acid and flammable storage cabinets, shelves, and drawers *Transfer chemicals in good condition to another researcher or to EH&S Re-Use and Exchange Program using the University Chemical Inventory System. Contact ES&S for assistance.		
<b>Compressed Gas Cylinders</b> *Return to distributor/supplier *Report lecture size cylinders to EH&S		
<b>Controlled Substances</b> *Inventory all controlled substances and dispose of in accordance with state and federal laws.		
<b>Biological Materials</b> *Inventory and label all materials *Transfer usable materials to another researcher *Decontaminate and dispose of biohazardous waste		
<b>Radiological Material</b> *Send inventory of all reusable material to EH&S *Return film badge (if one has been issued) to EH&S *Contact EH&S, Radiological Safety for checkout procedures		
<b>Hazardous Waste Disposal</b> *Properly package, cap, and label all hazardous material. Refer to EH&S manual "Waste Management at UMass" *Characterize all "Unknown" chemicals as completely as possible and give list to EH&S *Fill out Hazardous Waste Request Form and return to EH&S		
<b>Defective Equipment/Laboratory Repairs</b> *Report to principal investigator, department head for repair or replacement.		
Signature:		Date:
Faculty Member / Department Head		
cc: Department Health and Safety Coordinator, Environmental Health & Safety		

PROCEDURES FOR ALL SPACES THAT ARE BEING DEMOLISHED OR  
RENOVATED

1. The University of Massachusetts – Amherst shall contract with a vendor, with the approval of EH&S, to clean/decontaminate the room(s). This contract will stipulate what the contractor will do, but will not be limited to the following:

- Clean out all loose material and debris
- HEPA vacuum all surfaces
- Spray and wipe down all surfaces with an aggressive cleaner while wearing level B protection
- Collect, clean and test all traps from any sinks in the lab especially in any fume hoods, (test for mercury)

Pay special attention to:

- Any abandoned containers uncovered during the demolition/renovation process. Call Environmental Health and Safety and we will pick up containers
- Fluorescent light tubes should be collected in the boxes provided from (Intermediate Processing Facility) IPF.
- Ballast and batteries of any kind should be collected and removed to IPF
- Check for any mercury bearing switches or controls including loose beads in drawers and abandoned thermometers
- Sharps should be collected in sharps containers, call Environmental Health and Safety for disposal.
- Any material in sink traps that have to be removed must be saved in a container, call Environmental Health and Safety for disposal.

2. The University of Massachusetts – Amherst shall contract with a licensed vendor, with the approval of EH&S, to survey the area for asbestos containing material. If any asbestos containing material is found this material must be removed before any demolition and/or renovations begin. All asbestos abatement must be conducted by companies and personnel licensed by the Commonwealth of Massachusetts.

Reviewed and approved by the Institutional Chemical Safety Committee:

Chairperson: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

