



# BIOSCI LAB CLEANOUT PROCEDURES

**Instructions:** Upon notice that a lab will be vacated, **all** items outlined below must be completed prior to handing over the space to BioSci Facilities. Please contact BioSci Facilities to set-up an initial walkthrough to review the checklist and discuss action items. Regular check-ins will be scheduled.

**For any questions contact: [biosci-facilities@uci.edu](mailto:biosci-facilities@uci.edu)**

[Additional Resources - EH&S Hazardous Waste Management Guidelines & Procedures](#)

## IMMEDIATE ACTIONS

ITEM	TASK DESCRIPTION	NOTES
<b>Stop Access and Usage of Lab Equipment</b>	Discontinue use of equipment to prepare for sanitization & decommission of the lab. This includes environmental rooms, incubators, Biological Safety Cabinets (BSC), chemical fume hoods, etc.	Confirm an end use date, BioSci FM to hang signage.
<b>Discontinue Services/Deliveries</b>	Discontinue services such as water delivery, compressed gas cylinders, etc. and arrange for a final pick-up of containers.	Confirm cancel dates with BioSci FM.
<b>Disconnect Lab Phone</b>	Contact OIT	<a href="#">OIT Link</a>
<b>Request Trash &amp; Recycle Bins</b>	File a Facilities Request to order trash and recycle bins.	<a href="#">Work Order Request Link</a>

## EH&S DISPOSAL ITEMS

FREE EH&S Text A Pickup - Biosci Lab Waste removal cost is currently FREE covered by the University. \*If EH&S funding no longer available, will be charged by the weight and a quote provided.

ITEM	TASK DESCRIPTION	NOTES
<b>Chemical Waste</b>	Arrange for proper disposal of all chemical waste. Contact EH&S with any questions.	<a href="#">EH&amp;S Text A Pickup Link</a>
<b>Clean Broken Glass Containers</b>	All Clean Broken Glass containers must be removed from the space. Contact BioSci FM to assist with the work order request to campus FM.	<a href="mailto:biosci-facilities@uci.edu">biosci-facilities@uci.edu</a>
<b>Fridge/Freezer Samples</b>	All fridges and freezers must be emptied and samples disposed using appropriate methods. Contact EH&S with any questions.	<a href="#">EH&amp;S Text A Pickup Link</a>
<b>Sharps Containers</b>	All sharps waste containers must be sealed and picked-up by EH&S via Text a Pickup.	<a href="#">EH&amp;S Text A Pickup Link</a>
<b>Solid Biohazardous Waste Containers</b>	All solid biohazardous waste must be disposed in an appropriate container and picked up by EH&S via a Text a Pickup. Contact EH&S with any questions.	<a href="#">EH&amp;S Text A Pickup Link</a>

## EQUIPMENT - CLEANING/DECOMMISSIONING

ITEM	TASK DESCRIPTION	NOTES
<b>Biological Safety Cabinet (BSC)</b>	<p>If BSC is NOT moving: Cabinet must be emptied and wiped down with freshly prepared 10% bleach or IBC-approved disinfectant. Apply signage to verify clean status. Contact EH&amp;S with any questions.</p> <p>If BSC is moving to new location: Arrange for decontamination of BSC by appropriate vendor (ex. TSS) and request certification of decontamination with a clearance tag. Once completed, contact EH&amp;S for signage that clears BSC for relocation.</p>	<a href="#">Contact EH&amp;S for Clearance Sticker and/or Decommissioning</a>
<b>Chemical Fume Hoods</b>	Fume Hoods must be emptied then wiped down soap and water. Close sash once clean. Do not use chemical cleaners, which may react with chemical residue. Apply signage to verify clean status. Contact EH&S with any questions.	<a href="#">Contact EH&amp;S for Clearance Sticker and/or Decommissioning</a>

<b>Refrigerator/Freezers</b>	<p>All fridges and freezers must be unplugged and defrosted.</p> <p>Absorbent pads must be used to avoid water puddling on the floor.</p> <p>Defrost process must be continually monitored to avoid any water damage.</p> <p>Fridges and freezers must be disinfected with freshly-prepared 10% bleach or IBC approved disinfectant.</p> <p>Once defrosted and disinfected, contact EH&amp;S for signage that clears refrigerator or freezer for relocation.</p>	<p><u>Contact EH&amp;S for Clearance Sticker and/or Decommissioning</u></p>
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## E-WASTE

ITEM	TASK DESCRIPTION	NOTES
<b>ALL E-Waste</b>	<p>E-waste MUST NOT be discarded in the regular trash. ALL E-Waste must be arranged for disposal or removal from the space. Contact BioSci Computing (bcshelp@uci.edu) with any questions about data or computing equipment. Peter's Exchange can be utilized for E-Waste FREE Pick-Up. Label all items for Peter's Exchange and fill out Peter's Exchange Pick-Up Form. Label all E-waste as "Universal Waste - CRT" or "Universal Waste – Electronic Waste" and include the date when the waste was first generated. E-Waste must be transferred to Equipment Management - Peter's Exchange for recycling within 9 months of being generated.</p>	<p><u>Peter's Exchange Pick-Up Form</u></p>

## PERSONAL BELONGINGS

ITEM	TASK DESCRIPTION	NOTES
<b>All Personal Belongings</b>	<p>Lab personnel must remove all personal items, and arrange to shred sensitive documents. Contact BioSci Computing (bcshelp@uci.edu) for any questions on secure disposal of e-data.</p> <p>If there are items in the lab(s) the department or faculty want they need to make the necessary arrangements to remove all items prior to space being turned over to OOD/BioSci Facilities.</p> <p>All items that will be KEPT, should be boxed and labeled accordingly.</p>	

## RADIOACTIVE EQUIPMENT & MATERIALS

ITEM	TASK DESCRIPTION	NOTES
<b>All Radioactive Equipment</b>	<p>All radioactive equipment must be properly cleaned and cleared by contacting RAD at radwaste@uci.edu to begin the process.</p> <p>After RAD clears the equipment, EH&amp;S must be contacted to give final clearance. This must be done if the equipment is moving or no longer needed.</p>	
<b>All Radioactive Materials</b>	<p>All radioactive waste must be picked-up by RAD. Fill out the pick-up request form. Contact EH&amp;S with any questions.</p>	<p><u>Radioactive Waste Pickup Request Form</u></p>

## RECYCLING

ITEM	TASK DESCRIPTION	NOTES
<b>ALL Recyclable Items</b>	<p>All recyclable waste inside the lab must be disposed of in a recycle bin accordingly. Be sure all items are clean and dry &amp; all cardboard boxes have been flattened.</p>	<p><u>Recycle Bin Work Order Request Link</u></p>

## SURPLUS EQUIPMENT/FURNITURE/BELONGINGS

ITEM	TASK DESCRIPTION	NOTES
<b>ALL Surplus Equipment, Furniture, Belongings</b>	<p>ALL surplus equipment, furniture, belongings must be arranged for disposal or removal from the space.</p> <p>Peter's Exchange can be utilized for surplus &amp; E-Waste FREE Pick-Up. Label all items and fill out Peter's Exchange Pick-Up Form.</p>	<p><u>Peter's Exchange Pick-Up Form</u></p>

<b>TRASH</b>		
<b>ITEM</b>	<b>TASK DESCRIPTION</b>	<b>NOTES</b>
<b>Dry Glassware</b>	All glassware must be arranged for proper disposal from the space. All dry, uncontaminated glassware without any liquids can be disposed of in the regular trash. Large quantities should be disposed of in a cardboard box taped shut to avoid broken glass hazard. Bottles must be completely drip dry to be handled as trash.	<a href="#">Refer to EH&amp;S Hazardous Waste Guidelines</a>
<b>Dry Chemical Bottles</b>	All chemical bottles must be arranged for proper disposal from the space. If bottles are 100% drip dry they can be disposed of in the regular trash. Be sure to deface the labels before disposing in trash. Large quantities should be disposed of inside a cardboard box taped shut to avoid broken glass hazard.	<a href="#">Refer to EH&amp;S Hazardous Waste Guidelines</a>

### **Final Steps:**

<b>ITEM</b>	<b>TASK DESCRIPTION</b>	<b>NOTES</b>
<b>Disinfect All Surfaces</b>	A final disinfectant wipedown of all lab surfaces including benchtops, countertops, faucets, sinks and shelves must be completed with a 10% bleach, a Lysol spray or like-disinfectant solution.	
<b>Notify BioSci FM of Completion</b>	Notify BioSci FM for a final walkthrough of the space.	<a href="mailto:biosci-facilities@uci.edu">biosci-facilities@uci.edu</a>