


Laboratory Safety & Hazardous Materials Management Division				
TITLE	Laboratory Close Out			
POLICY #	LSDSOP-011	DATE IN EFFECT	03-01-2025	
REVIEW #		REVIEW DATE	03-01-2026	
IN EFFECT <input checked="" type="checkbox"/> RESCINDED <input type="checkbox"/>		DATE RESCINDED		
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A. PURPOSE

Provide guidance on the closure of a lab space with the primary focus on the removal and disposal of hazardous materials (chemical, biological and radiological) in the event of lab renovation, relocation, or departure. Following the Laboratory Close-Out Guideline and completing the checklist with final clearance minimizes:

- Chemical Spills
- Disposal costs by unknown or high-hazard chemicals
- Delays in contractor activity or re-occupancy
- Hazardous Exposures
- Regulatory Violations

B. SCOPE

Applies to Principal Investigator who maintains oversight of the lab space or spaces.

C. ROLES & RESPONSIBILITIES

Principal Investigator (PI)

The Principal Investigator is responsible for ensuring that the lab is fully closed-out before vacating the space. Including the removal of chemical, biological, and radiological materials, and decontamination from lab work that occurred.

Lab Manager/PI Appointee

May act on the PIs behalf as a point of contact and is responsible for communicating and coordinating close-out tasks as assigned by the PI or department.

Department

The PI's Department is fiscally responsible for overall support of close-out tasks and contractor services. If a PI vacates a lab and cannot be contacted or otherwise held accountable, the Department assumes responsibility for assuring close-out tasks are completed by other means.

Lab Safety

Provide guidance on the removal of chemical, biological and radiological materials. This includes relocating chemicals as part of the Chemical Recycling Program/ Chemical Swap Program, and clearing equipment for surplus.

Hazardous Materials Management (HMM)

Provide guidance on the removal and disposal of hazardous materials, and requests quote from external contractor.

D. PLANNING

To facilitate an efficient cleanout and turnover of lab space to new occupants, it is imperative that either the PI and/or department to notify both Lab Safety and HMM at least **4-6 months in advance**. This will allow time for both Lab Safety and HMM to request necessary disposal contractor services. Lab Safety and HMM will act jointly to rehome remaining chemicals that may be eligible for rehoming, and identify high-hazard chemicals that may require special handling and immediate removal.

E. SAFETY & REGULATORY CONSIDERATIONS

Personnel must abide by all applicable safety guidance in the UTSA Lab Safety Plans. Mishandling of hazardous materials can result in citations, fines, and/or loss of right to use a hazardous material. Abandonment of Controlled Substances is a violation to the DEA permit holder. To avoid these consequences, follow the close-out checklist in Appendix A in detail and complete the final clearance in Appendix B with your Lab Safety point of contact.

F. SECURITY CONSIDERATIONS

Personnel access to laboratory space undergoing clean-out should be restricted to authorized users **only**. Lab Safety in coordination with PI or appointee and department chair will request restricted access to **only** authorized clean-out personnel.

G. PROCEDURES

1. Perform a laboratory walk-through to identify hazardous materials for disposal and/or Surplus with your Lab Safety point of contact at least **90 days** prior to close-out.
2. The close-out checklist must be completed prior to close-out date by the PI or PI/Department appointee, as well as the clearance form with the **required** signature of your Lab Safety point of contact.
3. Chemicals that are approved to be rehomed will be handled and transported **only** by Lab Safety and HMM.
4. HMM can supply chemical waste containers, biohazardous boxes w/ bags, sharp containers, and hazardous waste labels per submitted request.
5. Equipment or Instruments that are to be transferred to another UTSA lab must be **approved** by the UTSA inventory department, handled by UTSA movers, and in coordination with your Lab Safety point of contact.
6. Additional housekeeping work requests (sweeping, mopping, extra trash removal) will have to be made by a facility request work order.

H. CONTACTS

Lab Safety	LabSafety@utsa.edu Lab Safety Website
Hazardous Materials Management	Hmm@utsa.edu HMM Website
Inventory Management	Inventory.Department@utsa.edu
Surplus Management	Surplus.Property@utsa.edu Surplus Request
Facilities Work Request	UTSA Move Request

I. REFERENCES

- [UTSA Biosafety Plan](#)
- [UTSA Chemical Safety Plan](#)
- [UTSA Hazardous Materials Management](#)
- [UTSA HOP 10.16 Hazardous Waste Management](#)
- [UTSA HOP 10.17 Controlled Substances in Research](#)
- [UTSA Radiation, Laser, & X-ray Safety Plans](#)

J. APPENDIX A (Close-Out Checklist)

Procedure	Completion Date	N/A
Biologicals		
Notify Biological Safety Officer and HMM.		
Autoclave infectious and/or potentially infectious waste prior to placing in biohazardous box, and submit disposal request to HMM.		
Dispose of all sharps (syringes, needles, blades, scalpels, glass pipettes, slides/coverslips, contaminated broken glass) into sharp containers, and submit disposal request to HMM.		
Transfer responsibility of samples if applicable, PI name:		
Chemicals		
Notify Chemical Safety Specialist and HMM.		
Identify and label all chemical waste containers and sample vials.		
Segregate any reusable chemicals that may be eligible for rehomeing to other PIs, requires prior approval from the Chemical Safety Specialist and HMM.		
Dispose of all sharps (syringes, needles, glass pipettes, blades) into sharp containers, and submit disposal request to HMM.		
Clean and dry contaminated glassware or sample vials prior to broken glass box disposal.		
Drain oil from vacuum pumps and/or oil containing equipment into containers, and submit for disposal or relocation request to HMM.		
Controlled Substances		
Notify the Chemical Safety Specialist for storage containment and disposal options.		
Gas Cylinders		
Remove gas connections, replace caps, and return to supplier.		
Radioactive Materials		
Notify Radiation & Laser Safety Coordinator.		
Identify and label all radioactive waste, or radiation containing equipment.		
Arrange radioactive waste/equipment pick-up request.		
Schedule close-out survey.		
Lasers, X-ray Machines		
Notify Radiation & Laser Safety Coordinator.		
Ensure all laser instruments and X-ray machines are labeled.		
Equipment, Laboratory Surfaces, & General Debris		
Wipe and decontaminate all laboratory bench-top surfaces.		
Clean out and decontaminate all centrifuges, incubators, ovens, fume hoods, cold/warm rooms areas, biosafety cabinets, refrigerators, freezers, shop tools, engineering equipment etc.		
Dispose of all unusable glassware in broken glass boxes, books, binders, and/or other debris.		
Submit surplus request for any remaining equipment, tools, furniture, or instruments.		
Ensure every drawer, cabinet, under-sinks, bench-top, and remaining furniture is debris and/or hazardous material free.		

K. Appendix B (Final Clearance)

Date	
PI or Appointee	
Building/Lab Room #	

Name	Department	Signature
	HMM – If Applicable	
	Lab Safety - Required	

Observations/Notes: