

## Exiting Faculty Bench Lab Facility Close-out Process

This process summary is intended to provide guidance to Department Administration to prepare basic science (WB) labs for reprogramming as it relates to the Faculty Exit Checklist. It is not intended to be inclusive of all scenarios or conditions of the lab space. If you have specific questions, please call Phil Berg in Research Support Services Administration (5-7631) who will help identify resources necessary to meet/comply with the Faculty Exit Checklist guidelines. *The steps below should be exclusive to the assigned lab/ lab support associated with the exiting faculty.*

### Step #1

Contact ORSS administration (5-3900) when the PI has an anticipated exit date. This notification will allow RSS offices identified on the checklist to communicate with you and each other and trigger further actions to comply with the Faculty Exit Checklist guidelines. The department administrator will be emailed the checklist to complete. The department administrator is responsible for coordinating the close-out efforts. It is advised to include the exiting faculty in the process prior to his or her last employment date in order to identify potential hazards (biological, radiation and chemical), condition/functionality of existing equipment or assets.

### Step #2 (for departments that choose to retain the space rather than relinquish upon faculty exit)

#### a) Radiation Safety

If the PI has a radiation license or has equipment with a radiation source that may require disposal contact Radiation Safety- 5-7813. There is generally up to a 3 business day response time from the initial contact. A close-out survey will be conducted if applicable. They will take possession of stock material, dispose or transfer to another institution (shipping charges will be assessed). Lead shielding can also be disposed of. This step must be completed prior to other departments- listed below- entering the lab. Generally close-out of this process will be completed within a business week after completion of the survey. Any records/certification should be made available to Radiation Safety. Radiation Safety will inform EH&S that the area(s) are safe for next steps.

[Any costs or fees associated with this step will be the department's responsibility]

#### b) Chemical, biological, glassware/sharps/DEA eligible controlled substances for disposal/transfer

Contact Environmental Health and Safety General # 3-6260: Steve Baker@ 3-7352 for questions regarding chemicals //Sue Gotta@ 3-7422 for questions regarding biologics.

They will arrange with the department representative to discuss disposal or transfer of chemicals or biological items (including storage in common or shared areas); sharps, etc

cannot be disposed of with general trash. They will advise on the disposal of excess glassware. Departments should have reallocated useable glassware to other faculty prior to contacting EH&S. Any glassware remaining is considered trash and all glassware should be cleaned prior to disposal. Glassware for disposal can be placed in marked boxes labeled "Glass/Trash" or you can purchase boxes from Fisher Scientific.

EH&S will also provide direction and/or services associated with the decontamination of biosafety cabinets, chemical fume hoods and other lab equipment

[Any costs or fees associated with this step will be the department's responsibility]

Any records regarding prior or current certifications should be collected and made available to EH&S.

- c) General lab clean-out- EH&S must provide clearance to custodial services prior to completion of next steps
  - I. Custodial services- trash removal and surface wipe-down: place a service request through the facilities services request system. Indicate this is a custodial services request in the "Action Requested" section so it will be properly routed. Steps "a" and "b" above should be scheduled and a completion date confirmed prior to continuing below. Departments will receive a response within 72 hours of the initial request. Grey bins, sharps containers and confidential shredding bins are available upon request.

[https://www.jefferson.edu/university/facilities\\_management/custodial.html](https://www.jefferson.edu/university/facilities_management/custodial.html)

There may be a fee associated with the request depending upon the scope of services you have requested- an estimate based on present conditions can be requested. **General services does not include a scope of work where custodial services performs the entire clean-out after Radiation Safety and EH&S have finished.**

Bench top cleaning, if requested, will need to be performed by an outside contractor first (charge code required) - Custodial Services does not perform this activity unless EH&S has certified the condition is safe in advance.

Service response time may vary due to available manpower and competing requests so it is recommended that you follow-up with your building supervisor to get an expected time frame for completion.

Director of Custodial Services: Dave Evangelist

*Building Supervisors:*

BLSB - Robert Braxton

JAH - Carl Staico

College/Curtis - Nathan Wright

JHN- covered by TJUH Environmental Services

d) Moving/removing of equipment

- II. If equipment is connected to utilities (e.g.: gas, water or vacuum) place a service request with the facilities management system if you require disconnection for relocation or removal/disposal. It is helpful to include in the description of services the specific equipment and trade needed (plumbing, carpentry if known). This helps in scheduling your work.

[https://www.jefferson.edu/university/facilities\\_management.html](https://www.jefferson.edu/university/facilities_management.html)

- III. Moving of equipment: place a custodial request to schedule the TJU internal movers

[https://www.jefferson.edu/university/facilities\\_management/custodial.html](https://www.jefferson.edu/university/facilities_management/custodial.html)

In the "Action Requested" box be specific on the room it is currently located and where it is moving to. Include a contact number they can call to assist in answering questions. It may take up to 3 business days before a Scope Assessment Survey is scheduled by a supervisor. Again, the timing for completion of the request will depend on the available manpower and competing campus requests. It may take up to 14 business days to complete the request. If the equipment is being moved between buildings they may need time to arrange for transportation. If the item is too large for our internal movers to handle safely, an outside vendor may need to be hired (at the department's expense)-contact Phil Berg for information. Equipment that is being tracked on the Asset Registry should be updated by the department as to the new location or ownership as per TJU policy.

- IV. Disposing of non- functional equipment: Movable inventory/assets should follow the University policy regarding documenting removal from the asset registry. The process of disposal of equipment is determined by a number of factors: equipment type, physical move, decontamination requirements and actual disposal end point location. All equipment disposal must follow EH&S standards and be certified prior to leaving the lab environment.

### Disposing Cont.

PC and related items should be disposed of via IS&T request system

[https://jefferson.service-now.com/sc\\_portal](https://jefferson.service-now.com/sc_portal)

(Home> request something>services>junk equipment pick)

Lab equipment that is composed of significant electronics may need to be recycled via an E-Waste tag system. Contact Steve Baker for guidance.

Disposal of equipment containing refrigerant needs special handling. Contact Steve Baker for guidance.

Physical disposal of equipment will be organized and directed based upon the individual circumstances.

#### Note:

If the department intends to refresh or modify the physical space prior to re-occupancy, contact Phil Berg (5-7631) for guidance on next steps. The facility work scope will determine whether a capital request is necessary or the department's operating budget can be used.

If the lab space is being relinquished by the department back to the University, Phil Berg in RSS Administration will manage the physical space process on behalf of the department administrator. All other items on the Faculty Exit Checklist will remain the department's responsibility to ensure compliance.