

# TTUHSC CHECKLIST FOR MOVING OR TERMINATING LABORATORY OPERATIONS

Principal Investigator (please print)			
Department		School	

If online access is not available, forms may be obtained from Safety Services.

- g. Prepare materials for pick-up by Environmental Safety Services. \_\_\_\_\_
- h. Contact Safety Services for information on USDOT shipping rules, regulations, and requirements. Do not ship chemicals or isotopes without proper DOT certification. \_\_\_\_\_

### III. CONTROLLED SUBSTANCES

- a. Inventory controlled substances and transfer materials and responsibility to another authorized person. Contact Safety Services for forms to transfer responsibility. \_\_\_\_\_
- b. Contact Safety Services for disposal of controlled substances. \_\_\_\_\_

### IV. COMPRESSED GAS CYLINDERS

- a. Inventory all gas cylinders, including lecture bottles and spheres. Assure that all gas cylinders are clearly and appropriately labeled. \_\_\_\_\_
- b. Unwanted cylinders: Contact Shipping and Receiving to return unwanted cylinders. \_\_\_\_\_
- c. Prepare cylinders for transport. Remove regulators and replace cylinder safety caps. \_\_\_\_\_

### V. BIOHAZARDS (INCLUDING SELECT AGENTS)

- a. Inventory all materials and assure that all materials are properly labeled. Affix biohazards symbol(s), if needed. \_\_\_\_\_
- b. Submit inventory of Select Agents to Responsible Official (RO), IBC, and Safety Services for transfer, destruction, or disposal. \_\_\_\_\_
- c. Assure that all containers are properly sealed and in good condition. \_\_\_\_\_
- d. Decontaminate with bleach and discard unwanted waste. Contact Environmental Safety Services for pick-up. \_\_\_\_\_
- e. Human Tissues: Follow TTUHSC Infectious Waste Procedures (See TTUHSC Regulated Waste Manual at the following link: <https://hscweb.ttuhs.edu/safety-services/documents/environmental/regulatedwastedisposalmanual.pdf>) \_\_\_\_\_
- f. Empty refrigerators and freezers. Defrost, clean, and decontaminate. \_\_\_\_\_
- g. Prepare biohazardous materials for transport. Appropriate packaging and transport carts must be used. Contact Safety Services for information regarding USDOT and/or IATA shipping rules, regulations, and requirements. Do not ship biohazardous or infectious agents without proper certification. \_\_\_\_\_
- h. Dispose of sharps in appropriate sharps container(s). \_\_\_\_\_
- i. Decontaminate all surfaces and equipment. \_\_\_\_\_

### VI. MIXED HAZARDS AND WASTES

- a. Inventory all materials and determine types of mixed hazards, e.g. biohazard, chemical waste, radioactive material, etc. \_\_\_\_\_
- b. Contact Safety Services for consultation on proper disposal of mixed wastes. \_\_\_\_\_

