



JABSOM KAKA'AKO LABORATORY CLOSE-OUT PROCEDURES: Close-out procedures for departing/retiring faculty and staff.

Proper disposition of all hazardous materials used in the workplace is the responsibility of the Material User/Waste Generator and/or Supervisor/Principal Investigator (PI). Enforcement of this policy is the responsibility of the Supervisor/PI and Department Chair. Proper disposition of hazardous materials is required whenever a material user leaves the University or transfers to a different laboratory/chemical use room. This process should be started at least a month before departure from the material use room/laboratory to allow ample time to properly dispose/transfer all materials and wastes.

Some laboratory and office equipment that are planned to be discarded may have hazardous components (i.e. mercury, radioactive sources, etc). Hazardous components need to be removed and treated as hazardous waste before equipment can be disposed as scrap metal, "e-waste" (computer monitors, T.V. monitors, etc.), or "white goods" (a term used by H-Power and Waimanalo Gulch for appliances such as refrigerators, water heaters, etc.) Some equipment may also need to be decontaminated before treated as regular trash (incubator, water baths, vacuum pumps, freezers, etc.).

Removal of hazardous components in lab equipment:

Be sure to check for hazardous components in all scintillation counters, refrigerators and freezers that are being discarded. If you are unsure about whether or not there are hazardous components, you should contact the vendor. You may also need the vendor's assistance to remove the hazardous component. Once removed, treat as hazardous waste.

Decontamination of lab equipment:

See Laboratory Equipment Decontamination Form on the JABSOM EHSO Website
<http://www.hawaii.edu/ehso/jabsom/forms.htm>

Removal of hazardous components in office equipment:

On Oahu, e-waste has been banned from disposal since 2006 and the Hawaii Electronic Waste Recycling Act mandates recycling programs for computers, monitors, and televisions. Computer and electronic waste should be disposed of by submitting to JABSOM Facilities Management Office (692-0913). For information about recycling: <http://www.hawaii.edu/infotech/policies/disposal.html>

Requirements for disposing of UH owned equipment:

Equipment that is owned by the University of Hawaii needs to be accounted for prior to disposal. Before initiating any disposal effort, you must verify ownership using the state decal number (or serial number if no decal is found) against the departmental inventory records. If the item cannot be found on the inventory records, it may be necessary for your Administrative Officer or Fiscal officer to research the original purchase before disposal can take place.

Hazardous waste disposal and/or pickup shall be completed before the laboratory is vacated. The disposal must be in compliance with the JABSOM Hazardous Materials Management Plan and Waste Disposal Guidelines.

The following checklist must be completed prior to departure. Once completed, the checklist must be signed and submitted to the Department Chair/Program Director and to EHSO.



Hazardous Chemical Material User Close-out Checklist

REQUIREMENT	YES	NO	N/A	COMMENTS
1 Have shared storage units such as refrigerators, freezers, cold rooms, stock rooms, etc. been properly surveyed in order to locate and appropriately dispose/transfer any items that belong to your lab (all hazardous and non-hazardous items)?				
2 Are all chemical containers labeled and listed in an inventory with the name/chemical composition and hazard?				
3 Are all containers securely closed and in good condition?				
4 Have beakers, flasks, vials, etc. been emptied and the contents properly disposed? (Be sure to check all refrigerators, incubators, water baths, freezers, shakers, cold rooms, fume hoods, biological safety cabinets, bench tops, storage cabinets, etc.)				
5 Have you determined which chemicals and compressed gas cylinders are usable and transferred responsibility for those materials to another party who is willing to take charge of them? If new user cannot be found, arrange for the materials to be properly disposed.				
6 Were controlled substances disposed of as specified by the DEA permit under which they were held? Abandonment of a controlled substance is a violation of the DEA requirements.				
7 Was permission received from the DEA to transfer ownership of a controlled substance to another individual?				
8 Were non-transferable compressed gas cylinder connections removed, cylinder caps replaced, and cylinders returned to the suppliers/vendors? If cylinders are non-returnable, contact EHSO.				
9 Have all lab equipment and storage/work surfaces been cleaned and properly decontaminated? (cabinets, fume hoods, BSCs, incubators, fridges, freezers, microwaves, centrifuges, cryo-tanks, etc.)				
10 If lab equipment will be discarded, have the following items been removed prior to disposal and have all -Removal from UH Inventory-policies been followed (if applicable):				
Capacitors				
Transformers				
UV lamps				
Mercury containing bulbs/lamps, switches, thermometers				
Lithium ion batteries, nickel cadmium batteries				
Refrigerant fluids				
Oil				
Chemicals				
Radioactive sources				
11 Have JABSOM Kaka'ako Waste Disposal procedures for unwanted chemical disposal (hazardous waste disposal), biohazardous waste, radioactive wastes, mixed wastes, sharps waste, E-waste, and equipment waste been followed.				
12 Have you sent a copy of this completed checklist to JABSOM EHSO?				
13 Has the Radiation Safety Office Close-Out been completed?				
14 Has the Biosafety Program Close-Out been completed?				

