



## Guide to a Hazardous Chemical Laboratory Closure

### Purpose and Scope:

This guide provides principal investigators with information about preparing a chemical-use laboratory for reassignment, known as a laboratory closeout process, at the University of Arizona.

Hazardous chemicals must be disposed of properly, by shipping to a new location, transferring to another researcher, or disposing as chemical waste prior to a laboratory closeout. Research Laboratory & Safety Services (RLSS) chemical safety staff is available to assist with this process.

### Notification of Closeout:

Notify RLSS as soon as you become aware that a laboratory closeout process is required, by calling 520-626-6850 or sending an email to [rlss-help@email.arizona.edu](mailto:rlss-help@email.arizona.edu). Advanced notice reduces the burden of the closeout process on the principal investigator and allows for coordination of waste disposal, decontamination, and shipping services.

### Preparation of Information:

Preparation of the following information/materials will expedite the laboratory closeout process.

- Segregation of hazardous chemicals by final disposition:
  - Shipment to another institution
  - Transfer to another University of Arizona researcher
  - Disposal as chemical waste
- An inventory of hazardous chemicals that will be disposed of as hazardous waste.
- A point of contact for the laboratory closeout process.
- Original packaging materials for chemicals or equipment that require shipment, if available.

### Laboratory Closeout Assessment:

A laboratory closeout assessment will be scheduled between the laboratory and RLSS to determine necessary actions to safely close out the laboratory.

### Hazardous Chemical Disposal:

If disposal of hazardous chemicals or chemical waste is required, RLSS can assist with segregating chemicals by hazard class, packaging and inventorying chemicals, and securing the chemicals for collection by Risk Management Services. Multiple visits may be required, depending on the nature and quantity of chemicals designated for disposal.



Risk Management Services must be contacted to request collection of chemical waste by calling 621-5861 or sending an email to [hazmat@email.arizona.edu](mailto:hazmat@email.arizona.edu). A chemical waste pick-up form is also available on the Risk Management Services website at <http://risk.arizona.edu/chemical-waste-pick-form>.

### **Equipment or Area Decontamination:**

During the laboratory closeout assessment, previous uses of hazardous chemicals requiring decontamination will be identified. If chemical decontamination is required, detailed instructions and assistance will be made available. Use of a third-party vendor (i.e. Southwest Hazard or Abracadabra Restoration) may be required for large or highly hazardous decontamination procedures.

### **Laboratory Closeout and Release:**

The laboratory will be released after all hazardous materials have been removed, any necessary decontamination has been completed, hazard warning signs have been removed, and the areas are safe for reassignment.