



Environmental Health and Safety Waste Lab Clean-Out

The “lab clean-out” is the removal of a large quantity of chemicals or biological materials from an area. In the event the PI/current lab personnel are no longer available, the department in which the chemicals are located is responsible to complete the following checklist for the lab clean-out procedures. Please see (CHP A25) Appendix AK for Lab Decommissioning Checklist. **EH&S will set up a completion date based upon the waste evaluation.**

Lab Clean-Out Checklist

1	Complete the “Hazardous Material Clean Out” form (Clean-out Evaluation)	Lab Personnel	
2	Remove all existing chemical barcodes	Lab Personnel	
3	Label and or identify all containers to be collected	Lab Personnel	
4	Submit for hazardous waste collection	Lab Personnel	

1. PI will complete the “Hazardous Material Clean Out” form. (Clean-out Evaluation)
 - a. This can be found on the EHS website in the “submit a waste request” section. EH&S will meet the lab personnel to discuss all procedures for the cleanout.
2. Lab personnel will remove all barcodes from the chemical containers and place them on the “barcode return form”, found on the EH&S website. Please mail to “EH&S Mail Stop 1090” once complete.
3. Lab personnel will identify all containers to be collected.
 - a. All “waste containers” must be labeled with a waste label and have all chemicals listed on the waste label. The container must be in good condition and must have a lid.
 - b. Product chemicals must be grouped together with their hazard class and visible upon collection.
 - c. Research samples must be grouped together with their hazard and placed in a secondary container. The secondary container must be labeled with a waste label and the hazard must be selected. If the samples are unknown, these also must be placed in a secondary container and labeled with a waste label as “unknown”.
4. Lab personnel will submit a waste request with an approximate total container quantity.

Please note: It is important to identify all material to be disposed either as waste or product. Chemicals left in the lab will be collected as part of the lab clean-out.