

Laboratory Clean-Out Procedure

Environmental Health & Safety

SOP No. 6.6

	Print Name	Initial	Title	Date
Author	Eli Mendez	EM	Senior Safety Officer	4/12/2021
Reviewed by	Eric Quintela	EQ	Environmental Protection Manager	4/22/2021
Authorized by	Eric Quintela	EQ	Environmental Protection Manager	6/28/2021

DATE CREATED: 4/12/2021

LAST REVISED: 6/28/2021

REVISION NO.: 2

PURPOSE

The purpose of this SOP is to provide guidance on the safe and appropriate means to prepare and handle a laboratory clean-out for both hazardous and non-hazardous chemical waste and biological materials for EHS collection and disposal.

NOTES

A “laboratory clean-out” is the removal of a large quantity of chemicals or biological materials from a laboratory. (Be advised this is not the removal of routinely generated waste). In the event the PI/current lab personnel are no longer available, the department in which the chemicals are stored is responsible for the lab clean-out procedure.

This process is required to demonstrate compliance as stated in federal and state regulations and the Texas Tech University Policy for waste generation. This is applicable to both hazardous and non-hazardous waste prior to collection and disposal. **EHS will create and customize a Laboratory Clean-Out Action Plan based upon the waste evaluation.**

The hazards associated with a Lab Clean Out include the inadvertent mixing of incompatible chemicals, generation of mixed waste (any mixture of chemical, biological or radiological wastes), outdated chemicals, unknown samples or large amounts of hazardous or non-hazardous waste.

PROTECTIVE EQUIPMENT

Wear PPE required to work in your lab.

MATERIALS

Appropriate waste containers

*Barcode return form

*EHS waste labels

Small zip lock bags

*Vented (or pressure-relief) caps

*Provided by EHS

PROCEDURE

Step 1: PI / lab personnel / departmental representative must submit an online laboratory clean-out evaluation request <https://www.depts.ttu.edu/ehs/forms/clean-out-request.php>

Step 2: EHS will schedule a date for the evaluation to meet with PI / lab personnel / departmental representative. During the evaluation, EHS will identify action items required to be completed by lab personnel. Lab personnel must be present during evaluation.

Step 3: EHS will customize a Lab Clean-Out Action Plan specific to the waste to be removed from the work area. The Lab Clean-Out Action Plan will be accessible through Raider RAMP: <https://labcliq.com/l/ttu/> under the Inspection Findings section. Individual actions on the Lab Clean-Out Action Plan can be found under Corrective Actions and complete report under Completed Inspections. Reference the [RRAMP User Guide](#) for further RRAMP instructions.

Step 4: PI / lab personnel / departmental representative must prepare all waste according to the Lab Clean-Out Action Plan and complete the Corrective Actions through RRAMP. Completion of the Corrective Actions (including attachment of photos or comments demonstrating progress) aids EHS in establishing the final pickup timeline.

Step 5: PI / lab personnel / departmental representative must submit the appropriate online waste collection request form: <https://www.depts.ttu.edu/ehs/forms/waste-request.php>. Type the waste request number emailed to you in the comment section of the FINAL ACTION of the Lab Clean Out Plan.

Please be advised, EHS reserves the right to deny or delay the waste collection for the laboratory clean-out if all actions as described in the Lab Clean-Out Action Plan have not been completed.

REFERENCES AND RESOURCES

40 CFR § 261

30 TAC § 335

RRAMP User Guide: <https://www.depts.ttu.edu/ehs/Training/docs/RRAMP-User-Guide.pdf>

RRAMP: <https://labcliq.com/l/ttu/>

ACKNOWLEDGMENT OF PROFICIENCY

The individuals below have been trained and are competent in completing the above procedure.

Lab Worker Name	Lab Worker Signature	Date	Supervisor Initial	Date