

# Lab Cleanout Procedure

## Introduction

At the University of South Florida, a laboratory cleanout is defined as the removal of an excess amount of unwanted, unused, abandoned, or expired chemicals from a laboratory. This procedure will help minimize risk of exposure to lab personnel & Environmental Health and Safety (EH&S) personnel when removing chemicals due to potential spills or reactions and minimize disposal costs due to disposal in bulk quantities.

A lab cleanout must be requested when a large number of chemicals (greater than 20) need to be removed from a lab. This is usually needed when labs are closing down their operations, moving to another location, or have an excess amount of chemicals not being used. This procedure should not be used for routine hazardous waste pick-ups.

## Procedure

To request a lab cleanout,

- First, fill out a [lab cleanout form](#) and submit to Environmental Health & Safety. The form will request for lab contact information, a list of the chemicals that need to be removed, and the volume (or weight) for each chemical listed. The lab cleanout form should be submitted at least 3 weeks prior to the desired completion date.
- EH&S will schedule an appointment for the lab cleanout within 3 working days after a request is submitted. Please allow 2-3 weeks for EH&S to effectively prepare for and complete the laboratory cleanout. Time for completion may vary depending on the size of the cleanout or the nature of the chemicals.

## Roles

EH&S is responsible for:

- Providing ongoing assistance toward completion of tasks set forth in lab cleanout procedure.
- Ensuring accurate documentation for proper disposal is submitted according to local, state, and federal regulations.

Colleges/Departments are responsible for:

- Notifying EH&S 2- 3 weeks prior to lab construction and renovation projects that may warrant the need for the removal of chemicals.
- Following lab cleanout procedure when abandoned chemicals are left behind in labs due to laboratory personnel changes.

Principal Investigators & their lab personnel are responsible for:

- Notifying College/Department of planned departure or move.
- Following any additional guidance or directions as determined within the EH&S Hazardous Waste Program that would assist in the safe removal of chemicals in your lab. Please use the Lab Cleanout Checklist for additional guidance (Attachment 1).

## Attachment 1: Laboratory Cleanout Checklist

Please make sure all items on this checklist are completed to ensure proper removal of chemicals.

All containers must be closed and in good condition or put into containers that are in good condition.

Chemicals must be labeled (if not known label as "unknown").

Chemicals must be removed out of the HITS inventory.

Separate chemicals from storage areas into the satellite accumulation area if possible. \*

Keep incompatible chemicals segregated from each other.

Complete and submit the [lab cleanout form](#).

\* Time sensitive chemicals, such as ethers, should not be moved or handled if they are expired or not in good condition due to their unstable characteristics!