

Draft Lab Cleanout Guidance

Ann Larson
Biological Safety
Ann.Larson12@wisc.edu
890-3469

Legal/Ownership issues

- In addition to PIs, departments, institutes, and colleges may need to work out ownership issues for equipment and other research items.
- Anything with a current (white) UW Inventory number must be officially removed from UW Inventory by (likely) the building manager. This is usually capital equipment (at least \$5000).
 - UW's policy 502-University Titled Property.
 - UW Accounting Services: "A Guide for Managing Capital Equipment"

Safety & UW-policy

- Labs must be left in move-in condition.
 - Clean
 - Free of radiological, biological, chemical hazards
- Please don't leave stuff behind just because you don't want to have to deal with it – don't make it someone else's problem.
- You are responsible for ensuring that your research materials leaving your lab are free of chemical, biological, radiological hazards.
- Assume that custodians, movers, SWAP personnel, recycling personnel etc. will be handling your outgoing materials with bare hands.
 - **If you wouldn't let your child handle it with bare hands, then don't expect someone else to handle it with bare hands!!**
 - i.e. it must be free of hazards.
- Do not label anything as "Hazardous" and/or "Waste" prior to disposal.
 - For example: Boxed glass for disposal should be labelled as "Glass for disposal" and not "Hazardous Glass for Disposal".

Protocols: If your lab has a biosafety/rDNA protocol and your lab is moving within UW, you will need to file an amendment to reflect any changes in location for research covered under the protocol. If you are closing down your UW lab due to retirement or because the lab is moving to another institution, contact the UW-Madison Biological Safety Officer or Biosafety office (biosafety@fpm.wisc.edu) to notify them when your protocol can be inactivated. Note that if your lab is moving to another institution but a portion of your research is continuing at UW under the control of a different PI, then contact the UW-Madison Biosafety Officer to discuss how this will be handled. All research at UW meeting criteria for requiring a biosafety/rDNA protocol must be covered by a current UW PI.

- Animal protocols, SCRO (stem cell) protocols, and/or IRB protocols would also likely need to be amended/inactivated. Contact those offices for guidance.

Radiation Safety (radiationsafety@wisc.edu)

- Contact Radiation Safety personnel to officially decommission any relevant labs.
- After decommissioning, while you clean the lab, set aside any lead shielding and also anything else that you find that has a radiation sticker on it (even a partial sticker). Contact Radiation Safety at the end of the cleanout to take care of this stuff for you.
- Scintillation counters have a small radioactive sealed source, and have to be disposed of through Radiation Safety. They are typically also capital equipment, so make sure your building manager is notified.

Chemical Safety (chemicalsafety@fpm.wisc.edu)

- Set aside any surplus chemicals that need to be picked up by Chemical Safety. Most labs will have one chemical pickup at the end of the cleanout, although you can certainly arrange for more than one pickup if you have a lot of chemical. Chemical pickups are done in one of two ways:
 - “Regular” chemical pickup – less than 50 items
 - <https://ehs.wisc.edu/chemical-disposalsurplus-pickup-request-form/>
 - Fill out the surplus chemical forms listing your chemicals for pickup, then go to the website above to request a pickup.
 - Chemical “Lab Cleanout” – more than 50 items
 - Do not need to list your chemicals
 - <https://ehs.wisc.edu/lab-clean-outs/>
 - Go to website above and submit request for chemical lab cleanout

Hints

- Preparing for a move takes a lot of time, so **PLAN AHEAD!**
- Your building manager can put in a work order to request tilt carts (see picture) from UW Waste and Recycling for larger amounts of trash, paper for recycling, and/or metals for recycling. These are really handy, and can be emptied quickly by Waste & Recycling and returned to you to use again.



- SWAP can drop off “speed packs” (large box- see picture) that will hold many items. Otherwise, you can just put items for SWAP in a specific area (don’t need to move large items).



- Recommend starting different piles:
 - Surplus/unwanted chemicals
 - Cleaned & decontaminated equipment you don't want (broken or functional).
 - Items for SWAP
 - Other items for Safety: Lead, for instance
 - Medical Sharps (put in sharps container)
 - Anything with a radiation sticker (even partial sticker)
- Recommend that you start labelling things ("doesn't work", "Bob in the Smith lab wants this", "has UW inventory label", etc.). This is helpful for you and for anyone else helping you.
- For any larger equipment used with biologically hazardous material (incubators, fridges, for instance), you can usually spray all surfaces thoroughly with 10% bleach and let air dry overnight in order to decontaminate. You'd need to decontaminate items like this before disposal.
- If specific materials aren't going to be used by others in your building/department, then see below how to get rid of them.

Handling/Disposal of Specific Lab materials:

- Items with UW inventory number (i.e. capital equipment, generally purchased for over \$5000): Must be officially removed from Purchasing Services' official inventory by your building manager or department administrator prior to disposal or SWAP pickup.
 - There are older types of UW inventory labels on some equipment. If you're not sure if an item is on the current inventory, just make a note of it and ask your building manager.
- Biological Safety Cabinets (BSCs):
 - BSCs usually need be decontaminated prior to moving to a new location. Depending on what has been previously handled in the unit, this may consist of a simple surface decontamination or a more complicated gas decontamination. Decontamination prior to moves is done by the BSC Services team (262-1809,; bscservices@fpm.wisc.edu). Because the BSC Services team is very busy, plan ahead and contact them early in the process.
 - The BSC Services team does not physically move BSC's. If moving a BSC to a different location in UW, you (or building manager) need to contact Campus Services or C. Coakley.
- With a few exceptions outlined below (computers, etc.), materials going to SWAP must be clean, in good shape, and "saleable".
 - Everything going to SWAP must be free of biological, chemical, and radiological hazards.
 - Use discretion when sending materials to SWAP. The public buys stuff there, so items could end up in someone's kitchen or garage. Assume that materials would be handled with bare hands.
- Biological hazards, biological toxins, recombinant materials (i.e. anything on a biosafety protocol): Must be properly inactivated (bleach or autoclaving) prior to disposal.
- Office paper (clean, white, non-glossy paper): Recycled, but keep separate from Mixed Paper. Binder clips, paper clips, etc. are OK, but you have to take paper out of binders. Remove plastic liners.
 - Binders: SWAP will take these if they are in good shape, without labels. If not in good shape, throw in trash.

- Mixed paper (clean glossy paper, colored paper, lined paper, magazines, cardboard, newspaper): Recycle, but they go in a separate recycling stream than office paper. If possible, remove from plastic liners (such as journals that come in plastic wrap).
- Plastics and glass for recycling (Cans, glass, plastics, #1-7, glass bottles & jars, metal cans): The types of lab plastics that can be recycled are limited due to safety concerns.
 - Do not include: foil, plastic wrap, or bags.
 - Do include: clean pipet tip boxes (with no pipet tips), rinsed chemical containers for very-low-risk chemicals (yeast extract, dextrose, sodium chloride, for instance). **If you wouldn't let your child handle it with bare hands, don't put into recycling.**
 - Clean glassware (flasks, for instance), that are too etched to go to SWAP, can be recycled.
 - Put in durable clear bag, label as "recyclable", and put either in hallway or on ground next to dumpster outside. Don't overload the bags.
- Hazardous glass and plastic: Items that can cut if disposed of in normal trash containers: Pasteur pipettes, other pipettes and tips, slides & cover slips, broken or fragile glass. Put in sturdy leak-proof container and securely tape closed. If using cardboard boxes, use plastic liner. Limit weight to 20 pounds. Write "Glass for disposal" in Sharpie on the box, with OK to Trash label. Custodian will pick up and put in dumpster. **Do not label "Hazardous".**
 - Note that smaller amounts of slides, Pasteur pipets, broken glass, etc, can go in Medical Sharps containers for MERI pickup.
 - Very long glassware (glass rods, chromatography columns, etc) may be tricky to handle. If you don't have a really long box for these, call Ann in Safety (top of page) and she'll take care of it for you.
- Durable large glass for disposal. Place on ground next to trash dumpster.
 - Example: Empty, rinsed well, gallon glass containers (type that solvents often come in). Make sure it's safe to handle with bare hands – if not, then box it up for disposal.
- Plate glass: Potentially very dangerous to Waste & Recycling folks to handle. Box smaller pieces security. Contact Waste & Recycling for larger pieces. Don't overload the box.
- Medical sharps: Needles, syringes, with needles, lancets, scalpels, razor blades: Even if unused, medical sharps must be put in Medical Sharps containers and place in MERI bins. You do not need to autoclave first.
- Syringes/needles (unused).
 - Packages of syringes (without needles) in original packaging can be taped closed and put in trash.
 - Unused syringe/needle combinations, even if in original packaging, must be put in Medical Sharps containers and place in MERI bins.
 - Loose syringes (without needles, used or unused) if not contaminated with chemical or biological hazards, can be put in Medical Sharps containers. However, they can also be placed within a secondary container or opaque bag and put in the trash.
- Non-medical sharps (thin-walled borosilicate tubes, Pasteur pipets, slides, etc.): Put in sturdy box with liner, then they can go in trash. If contaminated, autoclave or chemically inactivate on-site first. These are heavy so put in small boxes.
 - Note that smaller amounts of slides, Pasteur pipets, broken glass, etc, can go in Medical Sharps containers for MERI pickup.

- Fixed biological samples:
 - If dry on microscope slides, then box up for disposal as “Non-medical sharps” (see above). Note that they can be placed in the boxes loose or while still in slide tray boxes.
 - If they are in fixative (formalin, ethanol, etc.) in vials, then move into a chemical fume hood. Pour out the liquid into a separate container, filtering or screening out the “chunks” of materials. Dispose of the liquid through Chemical Safety’s guidelines (solvent carboys, sanitary sewer, etc., depending on the specific chemical). Leave the vials and caps in the chemical fume hood for a day or two to ensure that they are dry. Caps can then go in the trash, and vials can then be boxed up as “Non-medical sharps”.
- Computers & peripherals, printers, fax machines, copiers, any data-containing devices, other “computer waste”:
 - All must go to SWAP, even if broken. Must be free of chemical, biological, radiological hazards.
- Appliances such as microwaves, refrigerators and freezers are picked up by Physical Plant (call CARS at 263-3333 to request pickup). They must be clean and free of any chemical, biological, or radiological hazards. After requesting pickup, place on loading dock or next to dumpster.
- Lab furniture: SWAP will take if functional/clean/complete. Must be entirely free of chemical, biological, radiological hazards. A work order is typically needed for pickup of large furniture for disposal. Remove doors off of fridges/freezers prior to disposal.
- Lab chairs: Should not go to SWAP since they are hard to decontaminate. If they are in relatively good shape, and might be used by the next occupant of the, leave them there. Deface cushions (cut with razor, for instance) and submit work order for pickup.
- Other furniture that has been in the lab: ONLY send to SWAP if it is in great shape AND can be completely cleaned and decontaminated. Otherwise, will need to go for disposal. Filing cabinets can go to metal recycling.
- Office chairs and other office furniture such as filing cabinets (i.e. they have been in an office and not in a lab): they SWAP will take them if they are in perfect condition (they get a zillion of them and can only sell so many).
- Durable lab glass in good condition; SWAP will take if clear (not brown), very clean and not chipped/broken. Put caps on screw-capped flasks going to SWAP. Must be boxed up and be labelled with “OK to Trash” if custodians will be handling for disposal.
 - So, let’s say the building “scavengers” have picked through the glassware on your shelves and taken what they want. What do you do with what is left behind?
 - Really good condition – SWAP
 - Broken or chipped at all – Box up for disposal
 - Intact, but not in good condition (etched, cloudy, full of tape residue) -- recycle
- Laser-containing equipment: Contact Radiation Safety -- look for “Danger” signs indicating possible lasers.
- Styrofoam containers
 - If clean and free of any hazards, bag them and take to one of the “Boxable” pickup locations on campus, These are large metal cages in many buildings.
 - If not clean (i.e. you wouldn’t let your kid handle with bare hands), throw in trash.
 - “Boxable” pickup locations are listed at:
 - <https://sustainability.wisc.edu/projects/styrofoam/>

- Styrofoam peanuts, if clean and free of hazards, can be securely bagged in clear bags and placed in “Boxable” pickup locations.
- Large chunks of Styrofoam packing material, if clean and free of hazards – recycle in Boxable locations
- Lab equipment (electronic = has a cord, but isn’t computer-related):
 - In most cases, remove used tubing.
 - Any sharps hazards (needles, ends of wires, etc.) associated with the unit must be removed, securely covered, etc., so that they do not pose a risk to anyone handling the unit.
 - If functional, sale-able, clean, and free of biological, chemical, and radiological hazards, most items can go to SWAP.
 - Hazard-related stickers must be removed. Only remove biohazards stickers if you are the one that decontaminated the unit.
 - Electronics waste (e-waste) cannot go into landfill. If not functional, don’t send to SWAP, but instead set next to dumpsters. Label as “doesn’t work”, “non-functional”, etc. Alternately, start a pile of non-functional e-waste and arrange pickup with UW Waste & Recycling folks.
- Lab disposables: SWAP if clean and unopened.
 - Only if you’re sure the surfaces of the packages are free of hazards
 - Examples:
 - Three packs of unopened borosilicate tubes – SWAP
 - Opened pack of borosilicate tubes – box as glass for disposal
 - Unopened pack of plastic pipets – SWAP
 - Opened pack of plastic pipets – trash
 - Opened pack of glass pipets – box as glass for disposal
- Lab supplies (test tube racks, etc.), shelves– If very clean, not rusty, and saleable—SWAP
- Animal cages – SWAP if clean, not contaminated, and saleable.
- Office supplies (desk trays, binders, etc.)– If in great shape, or new– SWAP. Otherwise, trash.
- Batteries:
 - Alkaline batteries can go in a UW battery recycling tower (located in multiple buildings) or placed in the trash.
 - Lead acid batteries can be returned to the vendor, picked up by Physical Plant, or (if leaking), picked up by Chem Safety.
 - Nickel cadmium or nickel-metal-hydrate batteries can be returned to the vendor, picked up by Physical Plant, or placed in a UW battery recycling tower.
 - Lithium batteries can be returned to the vendor, picked up by Physical Plant, or placed in a UW battery recycling tower. Please cover the terminals on lithium batteries with tape prior to disposal.
 - Computer batteries can be sent to SWAP.

Locations of battery recycling towers are at <https://sustainability.wisc.edu/recycling/>



- Light bulbs: Take to your building manager
- Cleaning products: Chem Safety pickup
- Gas cylinders: Return to vendors. If very old, or vendor no longer in business, contact Chem Safety.
- Anything thought to contain mercury: Chem Safety pickup
- Controlled substances: Contact Troy Vannieuwenhoven at Chem Safety (608-279-0869, troy.vanniwuwenhoven@wisc.edu).
- Cold packs: Trash.

Any questions or concerns – Contact Safety!