



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

### Operating Policy and Procedure

#### **HSCEP OP: 73.10, Faculty Laboratory Space Check-Out Procedures**

**PURPOSE:** This Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) defines a laboratory space check-out procedure applicable to faculty separating from employment with TTUHSC El Paso and to faculty discontinuing laboratory operations in current space. Checkout procedures include the following:

1. Procedures for transfer or disposal of hazardous materials (including biological, chemical, radioactive materials and/or substances) that have been used and/or stored in the laboratory space occupied by the faculty member;
2. Requirements for safely and properly inspecting, removing, transferring, disposing or decontaminating equipment or other items located in the laboratory space; and
3. Maintaining compliance with applicable federal, state, and local rules and regulations.

**REVIEW:** This HSCEP OP will be reviewed by June 1 of each odd-numbered year (ONY) by the Senior Director Safety Services or designee, the Assistant Managing Director of the Office of Research (OR), and the Managing Facility Support Services or designee, with recommendations for revisions submitted to the Vice President for Research (VPR) or designee by June 30.

#### **POLICY/PROCEDURE:**

- I. To conduct an efficient and orderly laboratory space check-out procedure, safeguard state property, clear accounting records, and protect the safety of individuals on the TTUHSC El Paso premises, all separating/moving faculty occupying laboratory space are required to complete a "TTUHSC El Paso Checklist for Moving or Terminating Laboratory Operations" (Attachment A).

**FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN A DELAY IN THE TRANSFER OF RESEARCH FUNDING, AND/OR RESEARCH EQUIPMENT AND MATERIALS, AND/OR DELAY IN COMPENSATION.**

#### **II. Laboratory Space Checkout Procedure.**

- A. The Department Chair is ultimately responsible for ensuring that a faculty member's laboratory space is vacated according to TTUHSC El Paso policy. The faculty member must properly clean out and vacate the assigned space by the last day of employment. If the laboratory space is not vacated in accordance with this policy, the Department will be responsible for all costs incurred from the cleanup.

No later than thirty (30) days prior to the date of separation or move:

- 1) The faculty member who will be separating and/or moving from current laboratory space will notify the Department Chair by email of the impending separation/move.

The faculty member is responsible for ensuring that the laboratory space is free from hazardous materials and contamination prior to departure. **The faculty member will not remove any hazardous materials or items from the laboratory space without the knowledge and approval of Safety Services.**

All equipment must be decontaminated before departure. Any equipment that has been decontaminated must have the "Certificate of Decontamination" attached and signed by Safety Services as well as the signature of the head of the department. For chemicals and biologicals, the faculty member will: leave all chemicals/biologicals in place, and laboratory personnel will offer them to other faculty, and Safety Services will dispose of the remaining materials. Departing faculty member must have a completed inventory of chemicals/biologicals ready two weeks prior to departure. The departing PI must share copies of the inventory with Safety Services, the Department Chair, and to the OR. A walk-through of the items must be completed with Safety Services and OR. Safety Services will schedule a date with the faculty member for the walk-through.

- 2) The faculty member will complete the "TTUHSC El Paso Checklist for Moving or Terminating Laboratory Operations" (Attachment A), and notify Safety Services upon termination of all research.
- 3) The faculty member shall contact the appropriate regulatory committee(s) (IBC, IRB, RSC, IACUC, etc.), the Office of Research (OR) to terminate/revise any current protocols, licenses, registrations, and/or research grants.

B. Department and Laboratory Personnel along with Safety Services are responsible for performing a final inspection of the vacated space.

- 1) Safety Services will assist in identifying specific procedures for decommissioning and clearing out the laboratory space. This shall include guidance for decontaminating, removing, transferring, or disposing of equipment or other items in the laboratory space.
- 2) Safety Services personnel will inform the faculty member regarding all applicable federal, state, and local rules and regulations governing the transfer and disposal of hazardous materials maintained in the laboratory space by the separating/moving faculty member. All laboratory work should cease no later than 14 days prior to separation date. Safety Services will then schedule a time the day after the 14<sup>th</sup> to assist in identifying specific procedures for decommissioning and clearing out the laboratory space. This shall include guidance for decontaminating, removing, transferring, or disposing of equipment or other items in the laboratory space.
- 3) Safety Services personnel must approve and sign the checklist (Attachment A to this policy) following their verification that the laboratory space is free of hazardous materials. Safety Services will forward the completed and signed Checklist to the Department Chair, once they have approved, they will forward the document to the Office of Research (OR) for final approval. Approval and signatures must be completed and obtained a week prior to departure.

### III. **Approval/Disapproval of Laboratory Space Checkout Procedure**

The OR is responsible for final confirmation that the separating/moving faculty member is in good standing as follows:

- A. Upon receipt of the checklist, OR will verify with the Chemical Safety Officer or designee that the separating/moving faculty member has fully met the requirements of this policy. If the faculty member has separated and requirements have not been met within 2 business weeks, Section IV below will take effect.

- B. A copy of the completed checklist with final approval/disapproval shall be provided to the Department Chair, Safety Services and the OR.

IV. **Involuntary separation**

- A. When a faculty involuntarily separates from a department or if the faculty member has separated and requirements have not been met by the time of separation, the department will be responsible for completing the move-out process and determining what the faculty member can take with them, with guidance of institutional policies. The department will be responsible for all moving costs incurred.