

**ILLINOIS INSTITUTE OF TECHNOLOGY  
SAFETY POLICY COMMITTEE**

**Vacant Laboratory Guide**

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**Approved: October 13, 2014**  
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## EXHIBITS

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## 1. PURPOSE:

This document provides guidance for securing and maintaining vacated or vacant laboratory space at Illinois Institute of Technology (“IIT”).

## 2. SCOPE:

This guidance applies to all IIT research laboratories and laboratory support areas, including in the event such space is vacated or partially vacated.

## 3. DEFINITIONS:

**3.1. Academic Unit Head** – IIT faculty or staff member with direct managerial control of Principal Investigators, researchers and others who use laboratories. In most cases, this will be the chair of the department, but in limited circumstances may be the Dean or Associate Dean of the department.

**3.2. Capital equipment** – equipment as classified by Illinois Institute of Technology, Policies and Procedures Handbook, Procedure No. F.2, titled “Purchasing for Project & Contract Proposals.”

**3.3. Hazardous chemical** – refer to IIT’s Chemical Hygiene Policy for Lab Safety Standards.

**3.4. Material Safety Data Sheet/Safety Data Sheet (MSDS/SDS)** – a written, electronic or printed document describing a hazardous chemical which is prepared in accordance with 29 CFR 1910.1200, paragraph (g). More generally, it is an informational tool generated by manufacturers and suppliers of chemicals to provide safety information. An MSDS/SDS must be on file for each chemical used in a laboratory.

**3.5. Principal Investigator** – IIT faculty or staff member who has primary responsibility for the design, execution, and management of a research project and who will be involved in the project in a significant manner through the use of laboratory facilities.

**3.6. Designated Safety Officer (DSO)** – refer to IIT’s Chemical Hygiene Policy for Lab Safety Standards.

**3.7. University Faculty Safety Coordinator** – IIT faculty member appointed by the Provost to assist departments in developing, implementing and monitoring laboratory safety standards that are consistent with applicable IIT safety policies.

**3.8. Director of Environmental Health and Safety (DEHS)** – IIT’s Director of the Department of Environmental Health and Safety, or his or her authorized designee.

#### 4. POLICY:

**4.1. General:** It is anticipated that periodically laboratories at IIT may be closed or unused for an extended period of time for any number of reasons, including redesign, renovation, disuse or the departure of an IIT faculty or staff member. This guide provides IIT faculty and staff with information on the safe and proper procedures for decommissioning, transferring or otherwise closing a laboratory or laboratory support area, or any portion thereof.

**4.2. Responsibilities:** The administrative or academic unit to which the laboratory space is assigned has the primary responsibility to report partially vacated or soon to be vacated laboratory space to the DSO and DEHS. This reporting requirement applies in the event that one or more researchers discontinue their respective use of such space, but lab continues to be used by others. Thereafter, the Principal Investigator or Academic Unit Head, as the case may be, shall assist in completing and documenting the tasks outlined in Section 4.3 below. The responsible party may use Exhibit A to document the decommissioning activities to the DSO and DEHS. IIT's DEHS or the University Faculty Safety Coordinator can assist the Academic Unit Head if any safety questions arise during the process.

**4.3. Checklist:** In general, the following steps shall be completed and documented:

431. The Academic Unit Head shall inform the DSO and DEHS of the vacated laboratory as soon as possible, but no later than one (1) month after the lab has been vacated.

432. The Academic Unit Head shall appoint a faculty or staff member to oversee the safe decommissioning of the laboratory and notify the DSO and DEHS. This may be a Principal Investigator, the relevant DSO or any other individual who, in the judgment of the Academic Unit Head, is best qualified to coordinate the work.

433. The Academic Unit Head and the DEHS shall agree on a date or deadline for the vacated laboratory process to be completed.

434. Capital equipment shall be inspected. After such an inspection, the equipment may be discarded, recycled or stored at the discretion of the Academic Unit Head. Capital equipment without appropriate documentation shall be recycled or discarded, as appropriate.

435. Chemicals, solvents, or other similar materials shall be considered initially as hazardous and be disposed of, unless the Academic Unit Head acknowledges the continued and anticipated use for such material. Any substances without an applicable MSDS/SDS or proper labeling shall be disposed of properly. (See IIT's Chemical Hygiene Policy and Lab Safety Standards.)

436. Used glassware, plastic ware, metal or plastic tubing, valves or other fittings used for chemical transfer shall be considered contaminated with hazardous materials and shall be properly discarded. (See IIT's Chemical Hygiene Policy for Lab Safety and, if applicable, Sharps Waste Management Policy.)
437. Opened containers of any kind of chemical, solvent or other similar material (including gas cylinders) shall be properly disposed of in accordance with IIT's Chemical Hygiene Policy for Lab Safety Standards.
438. Unopened chemical containers shall be discarded or stored in a separate area at the discretion of the Academic Unit Head in accordance with IIT's Chemical Hygiene Policy for Lab Safety Standards. Records concerning the relocation of such materials shall be transmitted to DEHS through the chemical inventory system.
439. Pertinent electrical equipment or instrumentation shall be inspected, and electrical equipment that is not functioning, that is damaged or for which there is not an appropriate operations manual handy or readily available online shall be discarded; please refer to IIT's Electrical Safety Policy.
- 43.10. All fume hoods shall be emptied and checked for proper airflow.
- 43.11. All electrical outlets and power sources shall be inspected for proper operation. The Academic Unit Head shall follow the notification and repair procedures outlined in the Electrical Safety Policy concerning any non-functioning electric outlets or power sources.
- 43.12. Use of flexible and temporary wiring, such as extension cords and power strips, shall be discontinued and these items shall be inspected in accordance with IIT's Electrical Safety Policy. Items that are undamaged and UL listed may be retained and moved to another location at the discretion of the Academic Unit Head. Damaged or non- UL listed items shall be discarded.
- 43.13. All computers, printers and peripherals shall be recycled, or retained and moved to another location at the discretion of the Academic Unit Head.
- 43.14. All sinks, faucets, or other plumbing must be checked for proper operation; if the plumbing is not functioning properly, the Academic Unit Head shall contact IIT's Department of Facilities and Public Safety or initiate a work order request through the HawkWorks system.
- 43.15. All used paper, cardboard, packing material, or other combustible substances shall be properly discarded or recycled. All unopened paper, cardboard, packing material, or other combustible substances shall be retained or discarded at the discretion of the

Academic Unit Head; any retained materials shall be stored consistent with IIT's Storage Policy.

43.16. All storage equipment, such as refrigerators, shelving, hazardous or flammable materials cabinets, shall be inspected; any such equipment that is damaged beyond reasonably cost effective repairs shall be discarded; please refer to IIT's Electrical Safety Policy.

43.17. All other items, with the exception of fixtures and furniture, shall be removed from the laboratory and properly stored or discarded at the discretion of the Academic Unit Head.

43.18. All permanent laboratory fixtures and furniture shall be inspected; the Academic Unit Head shall ensure that any damaged fixtures or furniture that could pose any type of hazard shall be discarded or recycled, as appropriate.

43.19. The completed checklist shall be submitted to the DESH for the purpose of archiving no later than one (1) week after its completion.

**4.4. Reuse and Reassignment.** Prior to the reuse or reassignment of laboratory space, the Academic Unit Head, or his or her designee, shall perform a visual inspection of the relevant area(s) to confirm the successful completion of the foregoing checklist items.

**5. CONTACT INFORMATION:**

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**6. APPROVAL:**

The IIT Safety Committee has reviewed and recommend the adoption of this Policy on October 13, 2014, and this Vacant Laboratory Guide is approved and effective this 14<sup>th</sup> day of October 2014. The Safety Committee will review the contents, implementation and effectiveness of this Policy no less than annually (but as often as necessary) to ensure that it meets legal and regulatory requirements and adequately provides a safe environment for IIT faculty, employees and students. Any modifications to this Policy have been reviewed and approved, and are effective as of the date noted on the cover page.

By: \_\_\_\_\_ /s/ Alan W. Cramb  
Provost and Senior Vice President

By: \_\_\_\_\_ /s/ Bruce Watts  
Bruce Watts, Vice President for Facilities & Public Safety

**EXHIBIT A**  
Vacant Lab Checklist

Building \_\_\_\_\_ Room Number \_\_\_\_\_

Date Vacated \_\_\_\_\_ Academic Unit Head \_\_\_\_\_

Appointee responsible for Compliance \_\_\_\_\_

Date Lab must comply \_\_\_\_\_

| Item | Task                                                                                                                      | check                    |
|------|---------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1.   | Academic Unit notified the University Safety Officer (USO) of vacated, partially vacated or soon to be vacated lab space. | <input type="checkbox"/> |

Capital Equipment Yes  No

- |    |                                                                                                  |                          |
|----|--------------------------------------------------------------------------------------------------|--------------------------|
| 2. | Capital Equipment has been inspected                                                             | <input type="checkbox"/> |
| 3. | Capital Equipment has been discarded or appropriately stored                                     | <input type="checkbox"/> |
| 4. | Retained capital equipment is in good working order and has appropriate supporting documentation | <input type="checkbox"/> |

Chemicals Yes  No

- |    |                                                                                            |                          |
|----|--------------------------------------------------------------------------------------------|--------------------------|
| 5. | Any substance without a label or MSDS/SDS has been disposed of                             | <input type="checkbox"/> |
| 6. | All unopened containers have been disposed of or stored or relocated                       | <input type="checkbox"/> |
| 7. | Records of relocated material have been sent to the USO                                    | <input type="checkbox"/> |
| 8. | Any substance that has been relocated must have MSDS/SDS, label, and be used within 1 year | <input type="checkbox"/> |

Containers/supplies Yes  No

- |     |                                                                                                                                                                               |                          |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 9.  | All open containers including gas cylinders have been properly disposed of                                                                                                    | <input type="checkbox"/> |
| 10. | All supplies (e.g. glassware, containers, papers, tubing, etc...) have been disposed of unless it is determined that they are not contaminated and will be used within 1 year | <input type="checkbox"/> |
| 11. | All used glassware, plastic ware, metal or plastic tubing, valves or other fittings used for material transfer have been disposed of                                          | <input type="checkbox"/> |
| 12. | All used paper, cardboard, packing material or other combustible substances have been properly disposed of                                                                    | <input type="checkbox"/> |
| 13. | Properly functioning equipment has been disposed of or retained in a separate area.                                                                                           | <input type="checkbox"/> |

Electric Yes  No

- |     |                                                                 |                          |
|-----|-----------------------------------------------------------------|--------------------------|
| 14. | All electrical equipment or instrumentation has been inspected. | <input type="checkbox"/> |
|-----|-----------------------------------------------------------------|--------------------------|

- 15. All non-functioning equipment or equipment without operations manuals has been disposed of.
- 16. All retained equipment or instrumentation has been housed in a separate location or electrically locked out.
- 17. All electrical outlets and power sources have been inspected for proper operation.
- 18. All electrical outlets near water sources are GFCI.
- 19. All damaged electrical outlets and sources have been repaired.
- 20. All temporary and flexible wiring, such as power strips and extension cords, have been inspected, and placed in storage or disposed of.

Fume Hoods Yes  No

- 21. Fume hoods have been emptied
- 22. Fume hoods have been inspected for proper air flow.

Other Yes  No

- 23. Computers, printers, and peripherals have been disposed of or moved to another location.
- 24. Sinks, faucets, or other plumbing has been checked for proper operation.
- 25. Plumbing that was not functioning properly has been repaired.
- 26. All storage equipment (refrigerators, shelving, hazardous or flammable materials cabinets, etc.) have been inspected.
- 27. All damaged equipment has been disposed of.
- 28. All items, with the exception of furniture, have been removed and properly stored or disposed of.
- 29. All nonpermanent furniture has been removed and properly stored or disposed of.
- 30. All permanent laboratory furniture has been inspected.
- 31. Damaged permanent laboratory furniture has been repaired or disposed of.

Notes:

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Work has been completed:

Compliance Appointee \_\_\_\_\_ Date \_\_\_\_\_

Academic Unit Head \_\_\_\_\_ Date \_\_\_\_\_