

When a research laboratory intends to close, move to another Rowan space/building, or leave the University entirely, notice must be given to Laboratory Safety as soon as possible by anyone with knowledge of this operational change. Ideally, such notice should be provided at least **6-weeks prior** to the date the space will be vacated. Please contact Laboratory Safety at LabSafety@Rowan.edu or at 856.256.5105 to notify and initiate the laboratory closeout process. The vacating laboratory personnel are responsible for completing the tasks identified in this guide. Laboratory Safety will assist the PI, staff, and students to ensure that this process is completed efficiently and safely.

General Laboratory Trash

General trash that is non-hazardous should be disposed of following normal Rowan University [Custodial Services](#) procedures. If you have a large quantity of trash or recyclable materials, contact Custodial Services for assistance at housekeeping@rowan.edu. Custodial Services may be able to provide additional assistance with trash and recycling management. Do not dispose of or intentionally mix non-hazardous general trash in the same containers as hazardous or regulated medical wastes.

Transferring Chemicals & Equipment

If you have laboratory equipment that is property of the University/Academic Department, work with the Dean or Department Head to determine how it needs to be managed. When possible, unwanted chemicals and equipment that still have research/teaching value should be transferred to another laboratory or department on campus rather than being disposed of. When transferring chemicals between laboratories, ensure that chemical inventories in BioRAFT are updated to reflect the new owner, quantity, and location. Contact Laboratory Safety with any questions related to managing chemical inventories in BioRAFT.

Chemical Waste Disposal Requirements

Prior to vacating a laboratory space, all waste chemicals must be disposed of under the guidance and supervision of Laboratory Safety. For manageable amounts of chemical waste, the [Rowan University Hazardous Waste Determination & Pickup Request Form](#) should be utilized to make arrangements for disposal. All waste containers must be labeled with the proper [Rowan University Waste Label](#) with contents clearly identified. If you need to dispose of a large quantity of chemicals, please contact Laboratory Safety for advice. A Laboratory Safety staff member can visit your lab if necessary to assess your situation. If determined to be necessary, Laboratory Safety can coordinate with our disposal contractor to perform a chemical cleanout directly from your laboratory space. If there are any questions related to the proper disposal of chemicals or other hazardous items, please contact Laboratory Safety at LabSafety@Rowan.edu or at 856.256.5105.

Cleaning & Decontamination Requirements

All laboratory spaces are to be cleaned and decontaminated prior to being vacated by the responsible laboratory personnel. All trash, debris, unused supplies/chemicals, etc. must be properly removed by the owner. Work surfaces and fixed equipment must be rendered free of chemical/biological contamination so that they are safe and ready for future laboratory occupants. The PI or the designated representative is responsible for ensuring that the following are performed if applicable:

- Chemical fume hoods must have all items removed and undergo chemical decontamination using methods appropriate for the chemicals that were utilized during laboratory activities.
- Biosafety cabinets must have all items removed and be decontaminated using 10% bleach or another suitable disinfectant solution for the biological material(s) that were utilized.
- Bench/countertops are to be cleared off, cleaned, and decontaminated using a suitable method appropriate for the chemical and/or biological materials that were used in the space.
- Refrigerators and freezers must have all chemicals or biological materials removed and be properly decontaminated.
 - If ice buildup is present, freezers must be defrosted prior to cleaning/decontamination.
 - Any contaminated melt water must be collected and placed in a labeled container for proper disposal through Laboratory Safety.
- All other equipment that will remain in the space is to be cleaned/disinfected following manufacturer and or Laboratory Safety recommendations.

If there are any questions or concerns related to ensuring that a laboratory space is properly cleaned and decontaminated, contact Laboratory Safety for assistance.

Final Laboratory Inspection

Laboratory Safety must perform a final laboratory inspection with the PI or their designated laboratory representative prior to the end of operations in the space. This inspection is intended to verify that all necessary elements of the closeout process have been completed and that the lab space is in an acceptable condition to be vacated. The PI or their designated laboratory representative must coordinate with Laboratory Safety to schedule a date and time for this brief inspection to occur.

If you have any questions or concerns related to properly vacating your laboratory space, please contact Laboratory Safety at LabSafety@Rowan.edu or 856.256.5105.