



Office of the Vice Chancellor for Research's Safety
Oversight Committee (OSOC)

December 8, 2015

Deans, Directors, Department Chairs, Administrative Officers, Principal Investigators and Faculty

Re: PI responsibility for lab cleanout

Dear Colleagues,

Principal Investigators of research laboratories that depart from UCLA (retirement or new employment at another institution), have an obligation to ensure that they do not leave hazardous chemicals and biologics or radioactive materials in their laboratories, and that they do not abandon their animals in the vivarium following lab shutdown. If this does happen, it presents a logistical nightmare for EH&S, DLAM, and the PI's former department staff (who often are not aware of all potential hazardous materials in the PI's laboratory, presenting potential serious safety concerns).

We strongly urge Department Chairs to meet with the PI as soon as they receive notification of his/her pending departure and lab shutdown, and review the lab cleanout checklist shown on the next page. This is a list of PI responsibilities for disposing or transferring all hazardous materials and animals. We highly recommend that the PI contacts EH&S (Hazardous Materials Manager, phone: 310-794-5569, hazardousmaterials@ehs.ucla.edu) and DLAM (Matthew Dang, phone: 310-825-4080, mdang@mednet.ucla.edu) to arrange for assistance, as needed, at least 4 weeks prior to lab shutdown. In addition, the Department Chair is encouraged to contact EH&S and/or DLAM if they feel there are potential issues. The checklist shown on the next page must be completed and signed by both the Chair and departing PI prior to faculty departure to make sure that their responsibilities are fulfilled. Departments should feel free to add to this list – this is a minimum responsibility. Information about lab cleanout can be found at the UCLA EH&S website: <https://www.ehs.ucla.edu/hazwaste/management/cleanouts>

Failure to properly transfer or dispose of hazardous materials and animals will incur a cost to the department. Starting immediately, departments will be charged for these services.

Sincerely,

Jerome Zack
Faculty Chair of OSOC

James S. Economou
Vice Chancellor for Research



LAB CLEANOUT CHECKLIST

- Hazardous chemicals: dispose or transfer (to another PI or the new institution of the departing PI)
- Radioactive materials: dispose or transfer (to another UCLA PI)
- Biological hazards: dispose or transfer (to another PI or the new institution of the departing PI)
- Animals: euthanize or transfer (to another PI or the new institution of the departing PI)
- Contact Office of Research Administration (ORA) to close out, or transfer to another PI, all protocols (ARC, IBC, IRB, etc.). Go to <http://www.research.ucla.edu/ora> for relevant contact information.
- Notify the department equipment inventory manager regarding disposal or transfer (within or off campus) of any equipment on inventory (contains a property tag). Do not discard/transfer equipment on inventory without processing paperwork properly.

If any of the above is not applicable, please make note of that on the checklist. If the departing PI plans on transferring the above items, they must document that the proper protocols have been followed. Likewise, disposal of hazardous materials and euthanasia of animals must follow the proper protocols. If unsure what these protocols are, contact EH&S (310-794-5569) and/or DLAM (310-825-4080) as appropriate.

PI: Print name and date

Department Chair: Signature

PI: Signature

Department Chair: Print name and date

Send completed form to:

Safety Committee Coordinator
Office of Research Administration
11000 Kinross Bldg. Ste 211
UCLA
Campus code 169407
Los Angeles, CA 90095-1694
or email to: cpssc@research.ucla.edu