

Vacating a Research Laboratory Procedure

effective 1991

revised 2000, 2002, 2003, 2015, 2018 (name change only)

Purpose:

The operation of a research laboratory involves many components which must be considered while vacating laboratory space to be sure that all regulatory and Foundation requirements are met.

Procedure:

1. Fill out the *Laboratory Departure Checklist* and contact the HHRI Laboratory Services Coordinator at 612.873.6644 to arrange a time to complete a laboratory walk-thru and sign-off on departure checklist.
2. The HHRI Laboratory Services Coordinator will assess the issues specific to the laboratory being vacated and assist the investigator in the disposal of infectious agents, hazardous chemicals, compressed gas tanks, radioactive isotopes, hazardous waste, and equipment which will no longer be used.
3. The Principal Investigator (PI) will be responsible for any expense incurred for this disposal. Any alternate disposal, such as giving chemicals to another PI, must be approved by the HHRI Laboratory Services Coordinator before action is taken.
4. The laboratory space vacated must be thoroughly cleaned out with ALL records, glassware and miscellaneous items gone before the laboratory is considered vacated and taken off the rental records.
5. The PI is responsible for the labor and any expense to clean out the laboratory space.
6. If radioactive material permits were held, the records required for receipt and disposal of all radioactive materials must be completed and sent to the Radiation Safety Officer.
7. If materials are in the laboratory space being vacated under a Material Transfer Agreement (MTA), the PI who received the material initially is responsible for the disposition of such material in accordance with the terms and conditions of the MTA. In such a case, the PI should confer with the appropriate Grants Administrator to review any requirements of the MTA regarding the disposition of the material.
8. Transfer of research funds, if applicable, will take place after all other issues have been resolved.
9. PIs leaving the institution may wish to seek HHRI Board approval for the transfer of active research projects, equipment, and non-sponsored HHRI accounts. The Grant Administrator, Grants and Contracts, PP7.700, can provide information, including copies of the following HHRI Policies: Policy on Transfer of Active Research Projects, Policy on Transfer of Equipment, and Policy on Transfer of Non-Sponsored HHRI Accounts. Copies of these policies are also available in the *HHRI Policy and Operations Manual*.