PURPOSE

All Principal Investigators (PIs) are required to complete this checkout procedure 30 days prior to the completion of their association with the University of Houston. PIs must ensure that all hazardous chemical, biological and radioactive materials under their authorization/supervision are properly disposed, transferred to another laboratory, shipped, or removed to storage. Strict adherence to this policy will reduce the likelihood of accumulating orphaned chemicals, some of which may become dangerously unstable. Uncontrolled inventories of hazardous chemical, biological or radioactive materials eventually lead to storage problems, increased waste disposal costs, contamination and other potentially unsafe conditions. The failure of any PI to complete or properly follow this checkout procedure will require that their departmental chairperson assume such responsibility.

Please note:
Radioactive material transfer must receive prior approval of the Radiation Safety Officer.

Registrants authorized by DEA to possess Controlled Substances must follow agency guidelines regarding transfer and disposal of controlled drugs. EHS is not authorized and will not receive controlled drugs for disposal in any form.

1. Environmental Health and Safety (EHS) must be given written notification of a PI’s departure from the University of Houston by their department at least 30 days prior to his/her exit date. The written notification is to be sent to: EHS-1005 or ehs@uh.edu. Advance notice is required to allow adequate time for the scheduling of laboratory clean outs and compliance with regulatory requirements. The attached PI Advance Notification form is provided to the PI for completion and submittal to EHS as required.

2. The PI must include the following items in the written notification of departure:
   a. Forwarding mailing address
   b. Department
   c. Departmental chairperson’s name
   d. Room numbers for all laboratories under that PI’s supervision
   e. Date of departure
   f. Contact telephone number before and after departure
   g. Name of individual who will take responsibility of transferred chemicals, biological materials and/or radioisotopes

3. Chemicals that will remain in the laboratory must have proper labels that include the chemical name, hazards, reactivity and date received or last utilized. Radioactive materials and
Radioactive samples must also have labels which include the radioisotope, activity, and date. Biological material remaining in the laboratory must be placed in leak proof or breakage resistant receptacles with the name and hazards associated with the microbial agent on the specimen container.

1. Radioactive materials/samples to be taken with the PI to another licensed institution must be properly shipped through EHS. All outstanding radioisotopes still in inventory must be accounted for prior to leaving. Please consult with the Radiation Safety Officer for assistance with shipping of radioactive materials.

2. Chemicals will not be shipped through EHS; outside vendors may be contacted to arrange legal shipments of such materials. However, our department will inspect all chemical hazardous products prior to shipping to ensure that they are properly packaged for transport.

3. All biological materials that need to be shipped or relocated must be packed and transported following the Department of Transportation (DOT) and the International Air Transport Association (IATA) rules and regulations. Please contact EHS so that trained and certified personnel can assist you with the transportation of your biological materials.

It is ultimately the responsibility of the department to make sure that all of the hazardous materials are shipped to a licensed institution in accordance to state and federal laws.

4. All equipment and laboratory ware used with radioactive materials must be identified and properly labeled for disposal or transfer to another approved PI. All such equipment and laboratory ware to be taken with the PI to another licensed institution must be adequately decontaminated prior to removal. Documentation of decontamination must be provided to EHS. Please see http://www.uh.edu/plantops/services/disposal-of-appliances/index.php to submit the Laboratory Equipment Safety Clearance form.

5. All radiation laboratories and remaining equipment (i.e. refrigerators, centrifuges, incubators, etc.) must be decontaminated to the approved levels by the PI prior to leaving. Copies of the PI's final surveys and wipe tests must be sent to EHS. EHS will confirm decontamination with their own surveys and wipe tests. All radiation labels and signage will be removed during the EHS closeout procedures and the laboratories will then be released to other PIs for use.

6. All radiation badges must be returned to EHS prior to the PI’s departure or the department will be held responsible for financial reimbursement.

7. All containment equipment such as biosafety cabinets, fume hoods, or centrifuges that were used with infectious agents at Biosafety Level 2 must be properly cleaned and decontaminated with an appropriate disinfectant for the agents used. Please see http://www.uh.edu/plantops/services/disposal-of-appliances/index.php to submit the Laboratory Equipment Safety Clearance form.
UNIVERSITY OF HOUSTON
ENVIRONMENTAL HEALTH AND SAFETY

PRINCIPAL INVESTIGATOR CHECKOUT CHECKLIST

The PI Checkout Checklist is provided to assist the PI with properly withdrawing from the University of Houston.

1. Completed and submitted form for 30 days advance notification (Provide accurate and detailed information) 

2. Chemicals & samples properly labeled & packaged (PI should consider donating unwanted new and reusable chemicals to fellow investigators with the help of EHS) 

3. Biologicals materials properly labeled & packaged by EHS staff trained in shipping infectious agents and diagnostic materials 

4. Radioactive materials & samples properly labeled & packaged 

5. Submit EHS Hazardous Waste Pickup Request Form online at the following website: (As needed for radioactive, chemical, and biological waste) 

http://vnet.uh.edu/vrecord_data/web_forms/College_of_Natural_Sciences_&_Mathematics(NSM_Dean/waste_pickup_req/add.lasso

6. Laboratory cleanout completed 

7. Equipment & laboratory ware properly decontaminated 

8. Final radiation laboratory surveys & wipe tests completed 

9. Copies of surveys & wipe tests sent to EHS -1005 

10. Radiation badges returned to EHS 

11. Hazardous Chemicals inspected prior to shipping 

12. Radioactive materials properly shipped through EHS 

13. Controlled Substance and Dangerous Drugs properly disposed/ transferred 

Please submit completed checklist to EHS-1005 or ehs@uh.edu.
This is to officially notify the Environmental Health and Safety Department of my intent to leave the University of Houston. This written notification is submitted to: EHS -1005 or ehs@uh.edu, 30 days prior to my departure from UH. The following information is provided as required in the Principal Investigator Checkout Procedure.

PI: _____________________________________________

Date of Departure: _____________________________________________

Department: __________________________________________________

Department Chair: _____________________________________________

Room Numbers of all laboratories under PI: _________________________

Contact Phone Numbers:
  Before Departure: _____________________________________________
  After Departure: _____________________________________________

Name of Responsible Individual(s) receiving transferred Chemicals, Biologicals, and/or Radioactive Materials: ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________