

**UNIVERSITY OF HOUSTON
ENVIRONMENTAL HEALTH AND RISK MANAGEMENT**

SECTION: RADIATION, CHEMICAL, AND BIOLOGICAL SAFETY

SUBJECT: Principal Investigator Checkout Procedure

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 assure that all hazardous chemical, biological and radioactive materials under their supervision are properly disposed, transferred to another lab, 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.**

1. The Environmental Health and Risk Management Department (EHRM) 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: EHRM-1005. Advance notice is required to allow adequate time for the scheduling of lab clean outs and compliance with regulatory requirements. The attached PI Advance Notification form is provided to the PI for completion and submittal to EHRM 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 labs 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 lab must be placed in leak proof or breakage resistant receptacles with the name and hazards associated with the microbial agent on the specimen container.

4. Radioactive materials planned to be taken with the PI to a licensed institution must be properly shipped through EHRM. All outstanding radioisotopes still in inventory must be accounted for prior to leaving. Chemicals will not be shipped through EHRM; 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. **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.**
5. 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 EHRM so that trained and certified personnel can assist you with the transportation of your biological materials.
6. All equipment and lab ware used with radioactive materials must be identified and properly labeled for disposal or transfer to another approved PI. All such equipment and lab ware planned to be taken with the PI to a licensed institution must be adequately decontaminated prior to removal. Documentation of decontamination must be provided to EHRM.
7. All radiation laboratories and remaining equipment (i.e. refrigerators, centrifuges, incubators, etc.) must be decontaminated to approve levels by the PI prior to leaving. Copies of the PI's final surveys and wipe tests must be sent to EHRM. EHRM will confirm decontamination with their own surveys and wipe tests. All radiation labels and signage will be removed during the EHRM closeout procedures and the laboratories will then be released to other PIs for use.
8. All radiation badges must be returned to EHRM prior to the PI's departure or the department will be held responsible for financial reimbursement.
9. 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.

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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 EHRM) _____
3. Biologicals materials properly labeled & packaged by EHRM staff
trained in shipping infectious agents and diagnostic materials _____
4. Radioactive materials & samples properly labeled & packaged _____
5. Submit EHRM Hazardous Waste Pickup Request Form online
(As needed for radioactive, chemical, and biological waste) _____
6. Lab cleanout completed _____
7. Equipment & lab ware properly decontaminated _____
8. Final radiation lab surveys & wipe tests completed _____
9. Copies of surveys & wipe tests sent to EHRM -1005 _____
10. Radiation badges returned to EHRM _____
11. Hazardous Chemicals inspected prior to shipping _____
12. RAM materials properly shipped through EHRM _____

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**PRINCIPAL INVESTIGATOR'S 30 DAYS ADVANCE NOTIFICATION
PRIOR TO DEPARTURE FROM UH**

This is to officially notify the Environmental Health and Risk Management Department of my intent to leave the University of Houston. This written notification is submitted to: EHRM -1005, 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 labs under PI: _____

Contact Phone Numbers:

 Before Departure: _____

 After Departure: _____

Name of Responsible Individual(s) receiving transferred Chemicals, Biologicals, and/or

Radioactive Materials: _____
