

May 27, 2009



HAZARDOUS WASTE MANUAL

Procedure Cover Sheet

Procedure Title: Cleaning Out Labs

Procedure Number: TSO-07-09-REV 0

Effective Date: 01 September, 2007

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Procedure #: TSO-07-09-REV 0
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Approval Date: August 20, 2007
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A. INTRODUCTION

Occasionally a lab will become vacant with unclaimed chemicals left behind. It is the responsibility of the TSO to remove and manage the unclaimed chemicals.

B. PURPOSE

The purpose of this procedure is to explain the steps involved in cleaning out a vacant lab.

C. PROCEDURE

The first step in cleaning out a lab is to identify all the chemicals and compounds in the lab. Consultation with lab supervisors or workers can greatly simplify this process. Chemical analysis is very expensive, so every effort should be made to determine the composition of waste before resorting to sampling.

Waste that has been sitting unused in a lab for a long period of time can form dangerous compounds, so TSO staff should take care when disturbing storage areas. Shock sensitive compounds and other acutely hazardous wastes should be identified first, followed by characteristic wastes (see the procedure on Waste Characterization).

ISU is currently classified as a small quantity generator (SQG) and has limits for the amount of p-listed materials that can be collected. If the lab contains a volume of p-listed chemicals that will exceed the university's 1 kg per month limit (40 CFR 261.5 (e)), then the Idaho Department of Environmental Quality (DEQ) should be contacted to obtain permission to temporarily exceed the limit during the project. This will ensure that ISU remains a SQG.

Before labeling any waste, a complete inventory should be taken of the lab's waste. Since chemicals are expensive to purchase and dispose of, it is desirable to recycle, if possible, by giving the chemicals to another ISU lab. The inventory list should be passed to other lab managers to determine

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whether any of the chemicals are of use in their labs. When a lab supervisor requests a chemical that is on the inventory list, the TSO can deliver it to them together with an MSDS. All chemicals that are expired or are not needed elsewhere must be properly labeled (see the procedure on Labeling Waste) and removed to the TAA.

If the lab has an SAA and no further hazardous waste is expected to be generated in the future, the SAA should be terminated. This can be done by following the instructions at the end of the Satellite Accumulation Areas procedure.

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REVISION TRACKER

Revision 0	September 1, 2007	Original Procedure
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