HAVERFORD COLLEGE

LABORATORY CLEANUP PROCEDURE FOR DEPARTING FACULTY/STAFF

9/28/2021

This document describes the laboratory cleanup responsibilities of faculty who are leaving employment from the College. The goal of this to document is to ensure that a research laboratory is appropriately cleaned up upon the departure of a faculty member.

1. The departing faculty member must have a discussion with the Chair of the Department ideally at least three months, or otherwise as soon as possible, prior to departing the College so that appropriate measures can be taken to clean up a laboratory in preparation for future occupants.
2. A brief written plan should be prepared by the departing faculty member, in collaboration with the Department Chair, indicating clearly who is responsible for each element of the cleanup procedure.
3. All stock chemicals and reagents should be evaluated to determine what should be properly disposed of, relocated, or left in place. This work should be done in consultation with the Science Stockroom Manager or the Safety Coordinator as needed. Such items should be appropriately de-inventoried or records updated to indicate the future locations of these items.
4. All other stock chemicals, reagents, and equipment allocated to the department faculty member and located in areas other than the main research laboratory should also be accounted for and dealt with appropriately.
5. All working reagents and solutions should be properly disposed of using the appropriate waste streams. This includes items on the benches, shelves, refrigerators, freezers, incubators, and hood storage areas.
6. The departing faculty member should work closely with the Safety Coordinator to arrange the removal of all chemical and biohazardous waste materials. This should be done in a timely manner, to coincide with the regular hazardous waste twice-per-year College clean out.
7. All equipment (small equipment, instruments, etc.) to be discarded or relocated should be tagged with the appropriate information for proper disposal.
8. Benches, shelves, drawers, and storage units should be cleaned as needed; this may be done by requesting Facilities support for cleanup of non-hazardous areas.
9. Any non-functional equipment should be identified for repair or for discarding, as appropriate.
10. A final walk-through to document completion of this work will be handled by the Department Chair and the Chair of the Lab Safety Committee.