

Laboratory and Shared Space Preparation for Faculty Departure/Retirement

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To provide a safe and efficient transition of laboratory spaces, proper departure preparation is essential. The expectation is that prior to departure, private labs are completely empty and shared spaces have been cleared of the departing faculty member's materials, or that arrangements have been made for any remaining items in these spaces.

Because each lab's content varies greatly from one to the other, the following guide and resources have been provided so that the faculty member can select those sections applicable to their lab spaces.

The STSS Department is designed and dedicated to providing support to staff and faculty. Please contact STSS as soon as possible to begin this process and feel free to reach out with any questions or to request additional information.

The following applies to any departing faculty member and all private or shared laboratory spaces used by the faculty member (i.e. research labs, teaching labs, prep labs, instrument rooms, cold/warm rooms, etc.).

Before faculty leave, private research labs must be completely cleaned out and all shared spaces must be cleared of any items belonging to the faculty member. This consists of the removal of ALL chemicals, biological materials, radioactive substances, drugs, sharps, supplies/consumables, papers/records, books, scientific instrumentation, and non-fixed equipment, among other things. All cabinets, drawers, shelves, benchtops, hoods, fridges, freezers, and incubators should be empty and clean of any gross contamination. The STSS, ITS, and Facilities departments can help with this AFTER decisions have been made as to the final destination or end-use of lab items. Once items have been sorted, fate determined, and the appropriate people have been contacted and consulted, removal can proceed. Because this can be time consuming, it is essential that this process begin as soon as possible.

Contacts:

- Director of STSS:	Tim Wickland	ext. 5421
- Associate Director for Sciences Technical Support:	Jody Smith	ext. 5419
- Associate Director for Research Compliance:	Jake Pirkkanen	ext. 3053
- Associate Dean of the Sciences:	Rick Bunt	ext. 2559
- STSS Administrative Program Coordinator:	Cathy Ekstrom	ext. 3262
- Laboratory Stores & Safety Manager:	Caitlin Carr	ext. 5619
- Biosafety Technician:	Tim Allen	ext. 5729
- Radiation Safety Officer:	Tim Wickland	ext. 5421
- Radiation Safety Technician:	Tim Allen	ext. 5729
- Telescope and Scientific Computing Specialist:	Jonathan Kemp	ext. 2265
- Science Data Librarian:	Wendy Shook	ext. 5799

General:

- **Trash/Recycling** – All trash and recycling (with the exception of cardboard) must be bagged before being placed in the dumpsters on the loading dock. Rolling bins and tilt trucks can be obtained by contacting the STSS Admin. Program Coordinator. Trash bags are available in the Stockroom
- **Boxes** – Some boxes are available in the Stockroom. For large quantities, boxes should be ordered through the Dept. Coordinator.
- **Shipping** – Stockroom can facilitate shipping. Charges should be discussed with Department Chair.
- **Cleaning** – When possible, surfaces contaminated with chemical, biological, and/or radioactive residues should be cleaned by faculty familiar with how the space has been used. STSS/Custodial/Facilities can then come in for additional deep cleaning without risk of exposure to hazardous substances.
- **Moving Equipment** – Dollies, hand trucks, and carts can be obtained through the Stockroom.

Chemicals:

- **Contact:** Lab Stores & Safety Manager (Caitlin Carr)
- Faculty should consult the Lab Stores & Safety Manager about chemical relocation, removal, and disposal. Faculty should ensure that all chemicals are labeled, and are responsible for determining fate of all chemical inventory (Bicentennial Hall relocation, disposal, or off-site relocation) and communicating this to the Lab Stores & Safety Manager.

- When possible, chemicals in good condition should be relocated to another lab in Bicentennial Hall where they can be used in order to avoid disposal and disposal costs. Chemical inventories can be shared so that users can request chemicals and their location can be updated in the MSDSonline database.
- For all unused chemicals and chemical waste that will be disposed of through the College's Hazardous Waste pickup, a Waste Collection Log with a list of all chemicals to be disposed will need to be filled out at least two weeks prior to move date.
- All chemical shipments to off-site locations (i.e. other college/institution) must be transported in accordance with US Department of Transportation requirements and carried out by licensed vendors.
- Once final destination has been determined for all chemical inventory, the Lab Stores & Safety Manager will take care of all transport/removal.

Biological Material:

- **Contact:** Biosafety Technician (Tim Allen), Associate Director of Research Compliance (Jake Pirkkanen)
- All biological agents, biological materials, animal tissues, specimens, and biohazardous materials must be removed and disposed of properly.
- Contact the Biosafety Technician for help and information concerning autoclave needs.

Radioactive Material:

- **Contact:** Radiation Safety Technician (Tim Allen), Radiation Safety Officer (Tim Wickland), STSS Administrative Program Coordinator (Cathy Ekstrom)
- Notify the Radiation Safety Technician, 4 weeks prior to leaving to arrange removal, disposal, and/or decontamination of materials, equipment, and spaces.
- Remove and destroy all labels indicating the presence of radioactivity if appropriate.
- Return dosimetry badges and survey meter(s) to the STSS Administrative Program Coordinator.

Drugs/Controlled Substances:

- **Contact:** STSS Administrative Program Coordinator (Cathy Ekstrom)
- Disposal of all controlled substances should be coordinated through STSS Administrative Program Coordinator.

Sharps/Glass Disposal Boxes:

- **Contact:** Lab Stores and Safety Manager (Caitlin Carr)
- Sharps and broken glass disposal boxes should be closed appropriately prior to disposal.

Equipment/Instruments:

- **Contact:** Associate Director for Sciences Technical Support (Jody Smith)
- Faculty must work with their department chair to determine what non-fixed equipment and instruments will be moved to another location within Bicentennial Hall, given away, or discarded. The Associate Director for Sciences Technical Support must be notified of this decision in order to update equipment database and assist with relocation or disposal.

Instrument Data:

- **Contact:** Associate Director for Sciences Technical Support (Jody Smith), Telescope and Scientific Computing Specialist (Jonathan Kemp), Associate Director for Research Compliance (Jake Pirkanen)
- For transfer or removal of data/records from equipment and instruments, please see the Associate Director for Sciences Technical Support.
- Material Transfer Agreements or Data Use Agreements should go through the Assoc. Director for Research Compliance for signature by the Assoc. Dean of Sciences.

Research Data:

- **Contact:** Science Data Librarian (Wendy Shook), Telescope and Scientific Computing Specialist (Jonathan Kemp)
- Research Data on servers, disks, or removable media can potentially be deposited in the institutional repository for preservation, discovery, and access. Please see the Science Data Librarian.

Specimen Collections

- **Contact:** Department, Science Data Librarian (Wendy Shook)
- Custodianship of specimen collections may warrant transfer and/or preservation. Please work with your department, which will be supported by the Science Library.

Computer Accounts

- **Contact:** ITS
- Most computer accounts remain active for up to six months following departure from the College. This may vary for select computing services. Special dispensation must be obtained to extend account standing. Please contact ITS.

Computers and Computer Accessories

- **Contact:** ITS
- ITS requires the return of all College-issued and College-owned computers and accessories, including both individual and laboratory machines, as well as monitors and printers. Special dispensation must be received to retain any College computing equipment.

Consumables/Stockroom Items:

- **Contact:** Department, Lab Stores and Safety Manager (Caitlin Carr)
- Any laboratory items in good condition (i.e. - glassware, plastic ware, gloves, Kimwipes, pipettes, stir bars, thermometers, safety glasses/goggles, face shields, ceramics, etc.) should be distributed within the department and/or returned to the Stockroom for reuse/recycling as much as possible.

Books/Binders/Papers:

- **Contact:** Lab Stores and Safety Manager (Caitlin Carr)
- Items for trash/recycling should be bagged (in manageable quantities, these items get heavy quickly!) and placed in trash/recycling bins for removal to loading dock.
- All other items should be removed/relocated by faculty.
- Trash bags and boxes are available in the Stockroom.

Unique Books

- **Contact:** Department, Science Data Librarian (Wendy Shook)
- Book collections and acquisitions are typically selective. Please consult your department, with the support of the Science Library, if you believe there are specific volumes of interest that warrant transfer.

Unique Papers

- **Contact:** Department, Special Collections
- Paper collections and acquisitions are typically very selective. Please consult your department, with the support of Special Collections, if you believe there are specific papers of extraordinary institutional value that uniquely warrant transfer. Records, documents, photographs, or other archival materials that preserve the institutional memory of Middlebury College may be of interest to Special Collections.

Sponsored Research Funding

- **Contact:** Office of Grants and Sponsored Research, Academic Affairs
- Sponsored research funds are typically extended to the institution and not the individual. Depending on the terms of the award, dispensation may potentially be available to migrate funding to another institution through special arrangement.

Keys

- **Contact:** STSS Administrative Program Coordinator (Cathy Ekstrom)
- All Bicentennial Hall specific keys should be returned to the STSS Administrative Program Coordinator

Personal Items:

- All personal items should be removed/disposed of from all spaces prior to departure.