

Carnegie Mellon University Standard Operating Procedure	Date: 7/30/2004	Rev. 001
	Procedure Number	
Subject:	Graduate Student Departure Procedures for Hazardous Materials Situations at Carnegie Mellon University	

Scope: This procedure addresses the safety and environmental concerns that result from the departure of a graduate student.

Applicability: The procedure applies to the departure of any Carnegie Mellon graduate student involved in research or similar activities using hazardous (chemical, biological or radiological) materials.

Purpose: The purpose of this procedure is to ensure that all applicable environmental, health or safety concerns arising from the departure of a graduate student are addressed appropriately.

Authority: This policy has been approved by the Carnegie Mellon Laboratory Safety Committee and the Department of Environmental Health and Safety.

Procedure:

1. The departing student must inform both his/her faculty advisor and Environmental Health and Safety (EH&S) of the departure at least 30 days prior to leaving the university.
2. The departing student is responsible for the following activities:
 - **The identification and proper disposal of all hazardous materials for which he/she is responsible.** All hazardous materials for which there is NOT an expected need for the university to retain, must be disposed. Disposal or specific instructions for disposal shall occur prior to the student's departure and be approved by the student's faculty advisor. All disposal activity shall be performed in compliance with all applicable federal, state and local regulations, and with all Carnegie Mellon policies. EH&S may be contacted for advise on proper disposal procedures.
 - **All samples or hazardous materials needed by the student's research group must be identified, stabilized and properly stored.** Any necessary information regarding these materials must be supplied in writing to the student's faculty advisor prior to the student's departure. The identification shall consist of the proper labeling of all containers of hazardous materials, per the Carnegie Mellon Laboratory Safety protocols. Stabilization shall be performed on all materials that may polymerize, oxidize or otherwise react spontaneously. This

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requirement may be extended to materials that react with heat, light, water and or air, at the discretion of the faculty advisor or EH&S.

- **All hazardous materials for which the student is or has been responsible should be properly entered into or deleted from the chemical inventory for the room or rooms applicable.**

3. An inspection of the departing student's lab and office spaces shall be made by the appropriate faculty advisor (or his or her appointee) to ensure that all of the above responsibilities and activities have been performed. It is prudent to perform this inspection well in advance of departure to allow for sufficient time to correct any deficiencies. EH&S will advise or accompany the faculty advisor upon request.
4. In conjunction with the inspection, an inspection report or checklist will be completed to document the departure activities. (A suggested checklist follows this procedure.) The department will maintain the original of this document with a copy forwarded to EH&S where hazardous materials have been addressed. This document may include additional items related to student departure, as the department so chooses.
5. Where the inspection indicates unacceptable conditions regarding hazardous materials, the faculty advisor and the student will prepare an action plan to address the deficiencies. A follow-up inspection shall be performed to ensure the completion of all items. This follow-up shall be repeated until all responsibilities are addressed.
6. Individual departments are encouraged to take advantage of this procedure as a requirement for graduation.
7. A suggested inspection report encompassing the details of this procedure follows. This checklist is presented to offer an example of a suitable form to be used for the "check-out" process; other formats may be used, if the department so chooses.

Prepared by: _____
Mark R. Banister, Manager, Chemical Safety

Approved by: _____
Madelyn Miller, Director, Environmental Health and Safety

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Grad Student Departure Inspection Report

Student Name: _____ Faculty Advisor: _____
 Department: _____ Room #'s: _____
 Graduation _____
 Date: _____ Inspection Date: _____

Indicate the status of all hazardous materials under the responsibility of the graduating student:

Chemical Reagents and Wastes

	Yes	No	If no, has a plan for completion been approved by the faculty advisor?
Waste materials have been properly removed			
Unneeded chemicals have been properly removed			
Remaining chemicals have an expected use			
Remaining chemicals are properly labeled			
Remaining chemicals properly stored and stabilized			
Remaining chemicals inventoried in Chemtracker			

Compressed Gases

	Yes	No	If no, has a plan for completion been approved by the faculty advisor?
Unneeded gases have been properly removed*			
Remaining gases have an expected use			
Remaining gases properly labeled and stored			
Remaining gases inventoried in Chemtracker			

* including lecture bottles

Samples

	Yes	No	If no, has a plan for completion been approved by the faculty advisor?
Unneeded samples have been properly removed			
Remaining samples have an expected use			
Remaining samples properly labeled			
Remaining samples properly stored and stabilized			

This form accurately represents the status of the hazardous materials for which I am responsible:

 Student signature Date

 Principal Investigator/Advisor signature Date