

Lab Clearance Procedures

Biological Materials

Why do I need to perform a lab clearance?

Labs with biological materials and recombinant and synthetic nucleic acids that are being cleared out for remodeling, relocation or permanent closure must be meticulously cleared of all biological materials used or stored at the lab. The Principal Investigator (PI) is responsible for all biological materials in his/her lab areas and must ensure the proper process is followed. The lab clearance process is summarized below. Review the [Lab Clearance Procedure Webpage](#) for additional details.

What are the steps I need to take?

1. Notify EH&S Biological Safety



Contact EH&S [Biological Safety](#) and follow directions to prepare materials and equipment for disposal/relocation. A walk-through may be scheduled if deemed necessary. If the lab is being relocated within UCLA, the Biosafety Officer must inspect the new location for compliance with guidelines and regulations.

2. Dispose of Biological Materials



Ensure compliance with the [California Medical Waste Management Act](#) and UCLA procedures to properly dispose biological materials prior to vacating the laboratory space.

3. Notify the Institutional Biosafety Committee (IBC)

Inform the [UCLA IBC](#) prior to relocating materials or experiments approved by the IBC. If transferring materials within UCLA, advise [Biosafety](#) to ensure that the receiving laboratory has appropriate IBC approval prior to the transfer. [Select Agents and Toxins \(SATs\)](#) are subject to specific regulatory requirements and must not be transferred without consulting the Biosafety office for specific guidance on proper handling.

What else might I have to do?

1. Obtain Training to Ship Biological Materials



Packaging, shipping and transporting of biological materials on public roads or by air must be performed only by individuals with certified training for US-Dept. Of Transportation (DOT)/ International Air Transport Association (IATA) regulations. In some cases, special permits for transit may be required. More info: [Shipping Biological Materials Training](#)

2. Arrange Contractor Services if Needed



If transporting full freezers of biological materials, a scientific shipper (with US-DOT training and freezer trucks) may need to be contracted to ensure US-DOT compliance. Contact [EH&S Biological Safety](#) for guidance.

3. Decontaminate Lab Areas & Equipment



Disinfect all equipment and surfaces that may have potentially contacted or contained biological materials or rDNA. Wear appropriate PPE, use approved disinfectants, and follow recommended contact time for the specific biohazards in the area as per laboratory SOPs. Large or complex equipment with internal components such as biosafety cabinets may require a contractor for decontamination. [EH&S Biological Safety](#) can provide recommendations.

Additional Information

- UCLA Biological Safety Website: [EH&S Biological Safety](#)
- Biological material disposal guidance: biosafety@ehs.ucla.edu

Contact EH&S:
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www.ehs.ucla.edu