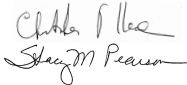





TO: WSU Deans
WSU Chancellors
Susan Noh, USDA-ARS Interim Director

FROM: Christopher J. Keane, Vice President for Research, WSU
Vice Chancellor for Research, WSU Pullman 
Stacy M. Pearson, Vice President for Finance and Administration and Chief Financial Officer 

DATE: November 4, 2021

SUBJECT: Laboratory Cleanouts

The WSU faculty departure process, as described in [BPPM 60.38](#), details departmental responsibility for vacating WSU research spaces and laboratories. Recently, a trend has been observed that faculty (including emeritus faculty) departing WSU are solely leaving the laboratory cleanout, decontamination, and hazardous materials removal to Environmental Health and Safety (EH&S) and the Office of Research Assurances (ORA).

Per BPPM 60.38: Users of radiation machines, radioactive materials, hazardous chemicals, Drug Enforcement Administration (DEA) controlled substances, and/or biohazardous materials and the employing departments are responsible for ensuring that such materials are appropriately disposed. The department chair or supervisor is responsible for notifying the responsible appointing authority or designee of a user's planned departure date. The appointing authority or designee is responsible for notifying the Radiation Safety Office and/or Environmental Health and Safety of an impending departure.

BPPM 60.38 describes the process for notifications to EH&S and ORA for assistance with this shared responsibility, which is typically managed within normal office operations. In most instances, the PI and research personnel are most familiar with the area or materials that were used and can partner with EH&S and ORA for assistance.

Unfortunately, over the last 18 months, numerous departments and research groups throughout the system have not fulfilled their responsibility for proper departure, and our offices are requested to clean up the bulk of materials left within research labs and other spaces. Short turnaround times due to incoming faculty or other reasons are also difficult to manage and it is recommended to complete the notifications in a timely manner.

As result, EH&S and ORA will now implement a systemwide cost recovery process for the resources associated with laboratory cleanout, decontamination, and hazardous materials removal that might result from departmental requests beyond standard services, as outlined in BPPM 60.38. Our offices will provide an estimate before removing the material and will work with you to complete the request in a timely manner.

Please contact Jason Sampson, Director EH&S, or Mike Kluzik, Director ORA, if you have any questions, concerns, or need assistance with completing the forms associated with BPPM 60.38.

CC: Elizabeth Chilton, Provost and Executive Vice President
Mike Kluzik, Director, Office of Research Assurances
Jason Sampson, Director, Environmental Health and Safety
WSU Vice Chancellors for Research
WSU Associate Deans for Research