



## UTHSC Laboratory Closeout/Move-out Checklist

Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Department Head,

Supervisor or Department Safety Officer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Closing Date for Laboratory: \_\_\_\_\_

Reason for closeout:       Leaving UTHSC                       Retirement                       Other

Send the completed check list to Research Safety at [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu)

Item	Completed?			Date Completed
<b>A. ADMINISTRATIVE</b>				
1. Have all recombinant DNA projects been terminated with the <b>Institutional Biosafety Committee?</b> <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Have all registered human materials projects been terminated with the <b>Institutional Review Board.</b> <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Have door placards (yellow or blue) posted to labs, hot/cold room, etc. been removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Have all animal protocols been terminated with <b>Institutional Animal Care and Use Committee?</b> <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Have all registrations for use of Radioactivity been terminated with <b>Radiation Safety Office?</b> <i>If applicable</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<b>B. BIOLOGICAL SAFETY AND WASTE</b>				
<i>Responsible Person Responsibilities</i>				
1. Contact Biosafety Officer (ext. 8-2054) to evaluate biohazards to be removed or discarded.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Unwanted biological materials must be transferred to another investigator (MTA requires biosafety approval) or destroyed by an approved method prior to disposal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. All potentially infectious solid waste must be discarded in red bags, packaged for disposal in Stericycle boxes, Stericycle labels applied, and boxes removed to a pickup location.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. All biosafety cabinets (BSCs), clean benches, centrifuges, incubators, or other equipment used to store, handle, or process potentially infectious materials must be surface cleaned and disinfected. Full gaseous decontamination of internal components of such equipment is generally not required, but may be necessary depending on risk assessment. Biohazard stickers must be removed following disinfection.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Properly dispose of all sharps waste.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Notify the Biosafety Officer of any equipment that cannot be fully decontaminated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<b>C. CHEMICAL SAFETY</b>				

## UTHSC Laboratory Closeout/Move-Out Checklist (continued)

Item	Completed?			Date Completed
<i>Responsible Person Responsibilities</i>				
1. Label all chemical containers with the proper chemical name. Abbreviations, chemical formulas, or structures are not acceptable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. If hazardous chemicals will be shipped contact a vendor to package for shipment in accordance with DOT/IATA requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Offer new, unused (but unwanted) chemicals to other PIs within the department.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Contact the Office of Research Safety ( <a href="mailto:labsafety@uthsc.edu">labsafety@uthsc.edu</a> ) to arrange for disposal of DEA controlled substances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Empty all beakers, flasks, evaporating dishes, oil/water bathes into the proper container and dispose of appropriately (all hazardous materials must be disposed of as hazardous waste).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
6. Dispose of empty containers in the trash after removing or obscuring all markings and writing "EMPTY" on the container. Triple rinse empty acid containers before disposal. Empty containers which held acutely toxic chemicals must be disposed of through the Office of Research Safety. DO NOT dispose of any chemicals in the trash or down the drain, regardless of hazard rating.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
7. Check containers for expiration dates and signs of corrosion crystallization. Peroxide-forming materials must be disposed of if the container has been opened and is more than six months old, or if it has not been opened and is more than one year old. Always dispose of by the expiration date listed by the manufacturer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
8. Contact the Office of Research Safety ( <a href="mailto:labsafety@uthsc.edu">labsafety@uthsc.edu</a> ) to have all remaining chemicals been identified as Hazardous Waste and scheduled for pickup.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
9. Remove regulators, replace cylinder caps and return all compressed gas cylinders to the vendor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
10. Contact the Office of Research Safety ( <a href="mailto:labsafety@uthsc.edu">labsafety@uthsc.edu</a> ) to arrange for disposal of any compressed gas cylinders which are non-returnable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
11. Schedule compressed gas cylinders pickup with the vendor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
12. Clean and decontaminate (e.g. soap and water, 1-10% bleach, etc.) surfaces where chemicals have been handled or stored (e.g. fume hoods, benches, cabinets, refrigerators, etc.). Remove all bench paper.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
13. Make sure that shared equipment and locations are included in the cleanout and are decontaminated properly.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
14. Notify the Office of Research Safety ( <a href="mailto:labsafety@uthsc.edu">labsafety@uthsc.edu</a> ) of any materials or procedures that could leave hazardous chemical residues (e.g. perchloric acid in a chemical fume hood) or areas that cannot be fully decontaminated (e.g. materials potentially containing asbestos, fume hoods, refrigerators used in the storage of highly toxic chemicals, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Office of Research Safety</i>				
1. Pickup and remove hazardous chemical waste.				
2. Address any chemical residue hazards.				
<b>D. RADIOACTIVE MATERIAL AND WASTE DISPOSAL</b>				
<i>Responsible Person Responsibilities</i>				

## UTHSC Laboratory Closeout/Move-Out Checklist (continued)

Item	Completed?			Date Completed
1. Prepare radioactive waste for Radiation Safety Office ( <a href="mailto:labsafety@uthsc.edu">labsafety@uthsc.edu</a> ) to pick up. All waste containers must be labeled with radionucleotide and activity.				
2. Contact Radiation Safety Officer (ext. 8-5223) for an exit decommissioning survey of the lab space and notify if there are items/equipment that may be contaminated with radioactive materials.				
3. Notify the Radiation Safety Officer (ext. 8-5223) if there are items or equipment that may be contaminated with radioactive materials.				
4. Has all equipment used to store, handle or process radioactive material been declassified by the Radiation Safety Office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Has all radioactive waste been properly packaged and labeled and scheduled for pick up by	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Office of Research Safety (Radiation Safety) Responsibilities</i>				
1. Remove any radioactive materials.				
2. Survey all equipment that is labeled, or could possibly be decontaminated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Perform an exit decommissioning survey of the lab space and remove radiation postings from the door.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<b>E. GENERAL SAFETY ITEMS</b>				
<i>Responsible Person Responsibilities</i>				
1. Bag or box all trash and refuse (or place in trash cans and label as trash for disposal by housekeeping).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Have all other equipment been inventoried, S-1 form been completed and pick up scheduled with Surplus Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
3. Has an S-3 form from Surplus Property been affixed to each equipment that will not be accompanying the departing lab?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
4. Have all other materials been removed from the lab? i.e. papers, glassware, other general lab materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
5. Notify Facilities to disconnect equipment from fixed facilities and utility connections.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
<i>Department Head, Facility Supervisor, or Department Safety Officer Responsibilities</i>				
1. Is the lab completely empty and ready for next PI to move in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

To my knowledge each of the items listed above has been appropriately addressed.

Responsible Person (Signature)	Responsible Person (Print)	Date	Phone #
Department Chair (Signature)		Date	
Received by:			
Research Safety (Signature)	Date		