

Laboratory Close-Out Checklist

Date:	Department:
Building:	Room #:
Principal Investigator:	PI Email & Phone #:
Responsible Person, if delegated by PI:	Responsible Person Email & Phone #:
Laboratory Closing Date:	

Directions: Laboratories must be left in a state suitable for new occupants. The vacating Principal Investigator (PI) and department are responsible for proper disposal of chemical, biological, and/or radioactive waste materials, disinfection of all equipment and countertops, and movement of equipment from the laboratory for surplus, repair, or relocation prior to vacating the space(s). Failure to appropriately clear a laboratory may result in the collection of fees for services provided by EH&S.

Please complete this checklist to close out your laboratory or research project and transfer any materials, animals, and/or equipment to other researchers. This checklist must be submitted to the Environmental Health & Safety Office at least three months prior to departure from UAMS.

To submit completed checklist:

- Email to Mary Garza, Chemical Hygiene Officer, at MGarza3@uams.edu

Note: This checklist provides an overview of the steps that a researcher and departmental staff should follow to safely and efficiently close a laboratory operation. More specific activities may need to be completed depending upon the hazards and reagents used in your research program.

Questions: contact the **Environmental Health & Safety Office** at 501-686-5536.

ADMINISTRATIVE			
Item	Date Completed		Initials
1. Close or transfer all Institutional Biosafety Committee (IBC) protocols.		<input type="checkbox"/> N/A	
Please list all IBC Biosafety Protocols:			
2. Close or transfer all Institutional Animal Care and Use Committee protocols.		<input type="checkbox"/> N/A	
Please list all IACUC Animal Use Protocols:			
3. Ensure appropriate disposition or transfer of animal colonies. Contact Division of Laboratory Animal Medicine (DLAM) for assistance.		<input type="checkbox"/> N/A	
4. All radioactive material use/disposal logs have been submitted to the Radiation Safety Office.		<input type="checkbox"/> N/A	

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BIOLOGICAL SAFETY & WASTE			
Item	Date Completed		Initials
1. Identify and dispose of biological materials no longer needed. Ensure all biohazardous material is properly discarded in appropriate waste containers. Alternatively, ensure materials are transferred as part of an approved IBC protocol transfer.		<input type="checkbox"/> N/A	
2. All items are removed from the biosafety cabinet and gas decontamination of the biosafety cabinet has been completed and documented.		<input type="checkbox"/> N/A	
3. Use an appropriate disinfectant to decontaminate all lab surfaces where biological materials were handled or stored. Disinfectant(s) used:		<input type="checkbox"/> N/A	
4. Any research materials categorized as biohazardous that are to be shipped off-campus must be properly packaged and labeled for transport by an individual who has current DOT/IATA training.		<input type="checkbox"/> N/A	
5. Submit a work order for pick-up of biohazardous waste and sharps containers and ensure it is picked up.		<input type="checkbox"/> N/A	

CHEMICAL SAFETY & WASTE			
Item	Date Completed		Initials
1. Complete a chemical inventory list for unused or unwanted chemicals, including cleaning agents. Submit a work order for pick-up of unwanted chemicals.		<input type="checkbox"/> N/A	
2. Remove all chemicals from shared spaces, including cleaning agents. These must be added to the chemical inventory list (see item 1 in this section).		<input type="checkbox"/> N/A	
3. Properly dispose of all unwanted/non-transferrable DEA controlled substances. Permission to transfer controlled substances must be obtained before transferring to an approved employee. Contact the UAMS Office of Research Compliance for assistance.		<input type="checkbox"/> N/A	
4. Turn valves off and replace caps on gas cylinders. Contact vendor for pick-up of all gas cylinders.		<input type="checkbox"/> N/A	
5. Using an appropriate agent, clean and decontaminate all surfaces where chemicals have been handled or stored, including chemical fume hoods. Cleaning agent(s) used:		<input type="checkbox"/> N/A	

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RADIOACTIVE MATERIAL & WASTE DISPOSAL			
Item	Date Completed		Initials
1. Contact Radiation Safety <u>before</u> transferring any radioactive material.		<input type="checkbox"/> N/A	
2. Label all radioactive waste with a completed Radioactive Material Waste Disposal Tag. Submit a work order for pick up and ensure it is picked up.		<input type="checkbox"/> N/A	
3. Contact Radiation Safety to perform closeout wipes and surveys of lab space.		<input type="checkbox"/> N/A	
4. All equipment used to store, handle, or process radioactive material (RAM) has been declassified by the Radiation Safety Officer.		<input type="checkbox"/> N/A	
5. All radioactive waste has been removed by the Radiation Safety Officer.		<input type="checkbox"/> N/A	

LABORATORY SPACE & EQUIPMENT			
Item	Date Completed		Initials
1. Decontaminate all equipment, such as centrifuges, incubators, shakers, etc. Complete an Equipment Decontamination Form for <u>each</u> piece of equipment.		<input type="checkbox"/> N/A	
2. Incoming Material Transfer Agreements (MTAs) have been terminated and materials transferred to the lab via MTA have been disposed of as provided by the terms of the MTA.		<input type="checkbox"/> N/A	
3. Empty, defrost, and clean refrigerators and freezers, ensuring any materials contained within are disposed of appropriately. Complete an Equipment Decontamination Form for each refrigerator and/or freezer.		<input type="checkbox"/> N/A	
4. Clean out all laboratory drawers and cabinets. Properly dispose of all materials, including sharps, such as glass, pipettes, syringes, etc. If unused, supplies may be transferred to another lab. For disposal, place all sharps in an appropriate sharps container and place a work order for pick up.		<input type="checkbox"/> N/A	
5. Remove all materials from shelving units, cabinets, and bench tops.		<input type="checkbox"/> N/A	
6. All tape, posters, labels, etc. have been removed from walls, benchtops, drawers, cabinets, etc.		<input type="checkbox"/> N/A	
7. Ensure all regular trash is picked up.		<input type="checkbox"/> N/A	

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CERTIFICATION OF COMPLETION

I certify that the above information is complete and correct to the best of my knowledge and abilities. I verify that the laboratory has been decontaminated, cleaned, and all hazards disposed of or transported per all applicable regulations and UAMS policies. I understand that non-compliance may adversely affect my research status or result in undue costs.

Name (Please Print)

Signature

Date

EHS ONLY

EHS personnel performing laboratory close-out inspection:

Date performed:

Findings?

☐ Yes (Report to follow) ☐ No

Date status notification sent to PI:

EHS Certification

I certify that the above information is complete and correct to the best of my knowledge and abilities, and all required communications were sent as indicated.

Name (Please Print)

Signature

Date

ENVIRONMENTAL HEALTH & SAFETY CONTACTS

Biological Safety Officers

Lindsey Clark
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Radiation Safety Officers

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