Laboratory Closeout Procedure

Procedure Overview
Purpose

• To ensure proper decommissioning of laboratory when a faculty member leaves the university or relocates to another laboratory on campus.
Responsibilities

• Department Chair or designee
  – Inform faculty about this procedure
  – Notifies Risk Management and Safety (RMS) at least 30 days before a faculty member will vacate a laboratory

• Principal Investigator
  – Complete the Laboratory Close-Out Checklist and submit to RMS at least 2 weeks prior to vacating the laboratory
  – Work with RMS to properly relocate or dispose of hazardous materials/waste/equipment in the lab

• RMS
  – Conduct pre-closeout assessment
  – Conduct decommissioning inspection
  – Arrange for any disposition of surplus materials/waste
  – Assist with shipping arrangements of chemicals to new facility
Issues to be Considered

- Cleaning/decontamination of laboratory
- Biohazards and Biological Wastes
- Chemicals and Chemical Waste
- Controlled Substances
- Gas Cylinders
- Radioactive Hazards
- Cleaning/Decontamination of Equipment (Refrigerators/Freezers/Incubators/Centrifuges/Biosafety Cabinets, Liquid Scintillation Counters, etc.)