MOVING / VACATING LABORATORY CHECKLIST

Locations where hazardous materials or equipment are used or stored must be cleared prior to moving to a different laboratory or prior to leaving the university. The Principal Investigator (PI) and their respective department are responsible for ensuring the proper transfer and/or disposal of such items. Contact EHS (x7233) at least 30 days in advance; special circumstances can be accommodated. Once notified, EHS can provide guidance and assistance with the process of clearing a laboratory.

Building: __________________________ Room(s): __________________________ Date of Vacancy: __________________________

Department: __________________________ Dept. Head: __________________________ PI: __________________________

Reason for Vacating: □ Moving to Vacant Lab □ Retiring from Research □ Other: __________________________

Follow the minimum safety procedures when handling hazardous materials. Any chemical containers that are unknown or in poor condition should not be moved or handled. Inform EHS of any Potentially Unstable Chemicals, such as peroxide formers. When moving chemicals from storage, be sure to separate and segregate by compatibility such as: caustics, acids, flammables, toxics, oxidizers, or water reactive. Hazardous waste must be disposed of properly and can be done so by contacting EHS or by submitting an online waste pick-up using this link. Non-hazardous solutions such as (distilled/deionized water, buffer/saline solution) can be discarded down the drain. Use soap and water to decontaminate items and surfaces.

<table>
<thead>
<tr>
<th>CHEMICALS</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Securely close all containers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ensure labels on all containers have the proper chemical name. Abbreviations or chemical formulas not acceptable.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Remove chemicals from storage area, and place in labeled area based on characteristics.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Identify which chemicals will be discarded and which will be transferred to another PI.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Empty/dispose of all contents in: beakers, flasks, oil/water baths, evaporating dishes, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Rinse containers three times (Triple Rinse Procedure).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Decontaminate chemical storage/usage areas: cabinets, refrigerators, freezers, benchtops, fume hoods, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Remove all benchtop covers, liners, and papers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Identify and isolate hazardous waste for disposal with EHS green stickers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Contact EHS for a waste pickup of: hazardous waste, chemical bottles (empty or full), sharps containers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Controlled Substances: Contact EHS (x7233) for proper disposal of controlled substances.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Remove regulators, replace cylinder caps, and return all compressed gas cylinders to DBH Loading Dock. Inform EHS of any returned cylinders.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Contact Kelly Mcvey (x5370) for equipment disposal.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ______________________________________________________________________________________
________________________________________________________________________________________________

Notes:

- Secure all storage areas and chemical cabinets.
- Check all labels to ensure they are clear and legible.
- Follow the proper procedures for handling and disposing of hazardous waste.
- Keep a record of all chemicals removed or transferred.
- Clean and decontaminate all areas used for handling chemicals.
- Contact EHS for any questions or concerns.

Use soap and water to decontaminate items and surfaces.
1. Remove contents from: biosafety cabinets, incubators, refrigerators, freezers, cold rooms. Ensure all biological materials are identified. □ □ □

2. **BSL-1**: Dispose of solid waste in red biohazard bag, autoclave, and discard in municipal trash. **BSL-2**: Dispose of solid waste in red biohazard bag and place in DBH Loading Dock Biohazard Waste Bin (See BSL-2 Waste SOP). □ □ □

3. Decontaminate liquid media by autoclaving or treating for 20-30 minutes with a disinfecting bleach solution. □ □ □

4. Soak containers housing biologicals for 20-30 minutes before discarding. Use 10% free bleach solution to decontaminate items or surfaces. □ □ □

5. Contact EHS for the following waste pickup: animal carcasses/tissue, sharps containers, burn bins. □ □ □

6. Decontaminate areas used with biohazards: biosafety cabinets, incubators, refrigerators, freezers, centrifuges, benchtops, etc. □ □ □

7. Remove or deface biohazard labels on any items being tossed in municipal trash. □ □ □

8. Contact Aaron Daveler (x2463) for equipment disposal. □ □ □

Comments: ________________________________________________________________________________________
__________________________________________________________________________________________________
Transfer of radioactive materials to an authorized user must be approved by EHS prior to relocation. Equipment that cannot be decontaminated must be disposed of as radioactive waste. A final survey will be completed by EHS to ensure there are no radioactive hot spots.

### RADIOACTIVE

#### Identify isotope(s) used in lab:
- [ ] Copper-67
- [ ] Copper-64
- [ ] Sulfur-35
- [ ] Carbon-14
- [ ] Zinc-65
- [ ] Iron-59
- [ ] Hydrogen-3
- [ ] Phosphorus-32
- [ ] Other _________________
- [ ] Not Applicable (Mark all items on Radioactive Checklist as N/A)

### RADIOACTIVE

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify unlabeled containers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Remove all material from storage areas.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Dispose of stock solutions and samples.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Separate and label substances that are to be transferred to another user and substances that are to be disposed of.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Decontaminate: fume hoods, benchtops, sinks, surfaces, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Arrange for material to be collected: lead bricks, pigs, shielding, survey meter(s).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Remove or deface radioactive labels on any items being tossed in municipal trash.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Survey area using Geiger counter (survey meter).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Contact EHS (x7233) for a radioactive waste pick-up.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Return dosimeter badges and rings to EHS.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ________________________________________________________________________________________
______________________________________________________________________________________________

### REVIEW AND APPROVAL

<table>
<thead>
<tr>
<th>PI SIGNATURE</th>
<th>DEPT. HEAD SIGNATURE.</th>
</tr>
</thead>
</table>

Upon receiving this form, EHS will conduct an exit inspection to ensure PI vacating the space has completed the above checklist items.

### EHS AUTHORIZATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
</table>

DATE AUTHORIZED

Revised: 12/2021 (MW), 05/2022 (JP)