

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.

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

Comments: _____

BIOLOGICALS

Identify Biosafety Level (BSL):

BSL-1 BSL-2 Not Applicable (Mark all items on Biologicals Checklist as N/A)

Identify organisms/microorganisms used in lab:

N/A Bacteria Fungi Viruses Protozoa

Animal(s): _____

Other: _____

BIOLOGICALS

YES NO N/A

1. Remove contents from: biosafety cabinets, incubators, refrigerators, freezers, cold rooms. Ensure all biological materials are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Decontaminate liquid media by autoclaving or treating for 20-30 minutes with a disinfecting bleach solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Soak containers housing biologicals for 20-30 minutes before discarding. Use 10% free bleach solution to decontaminate items or surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Contact EHS for the following waste pickup: animal carcasses/tissue, sharps containers, burn bins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Decontaminate areas used with biohazards: biosafety cabinets, incubators, refrigerators, freezers, centrifuges, benchtops, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remove or deface biohazard labels on any items being tossed in municipal trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contact Aaron Daveler (x2463) for equipment disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

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)

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

Comments: _____

REVIEW AND APPROVAL_____
PI SIGNATURE_____
DEPT. HEAD SIGNATURE.

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

EHS AUTHORIZATION_____
NAME_____
SIGNATURE_____
DATE AUTHORIZED