**Lab Close out instructions**

The purpose of the laboratory close out procedure is to ensure that chemical, biological and physical hazards are eliminated prior to laboratory decommission. As the principle investigator (PI) is the best authority in determining what hazards remain in the laboratory, the responsibility of laboratory hazards and final close out remains with the PI.

EHS has provided a checklist of primary concerns in order to assist department heads, PIs and other responsible parties in the laboratory close out procedure. As each laboratory is unique, the checklist may not specifically cover all safety issues in a specific laboratory. Therefore the PI must designate additional hazards and coordinate with EHS for their removal.

**Using the Laboratory Closeout form**

The Laboratory Closeout Checklist contains several sections covering a range of laboratory hazards and clean up procedures. Not all of the sections will apply to every laboratory. In such cases, checking “no” indicates the entire section is not applicable while checking “NA” means the specific line of the section does not apply to the specific lab.

Section 1. Chemicals

In no case can unlabeled chemicals and samples be left behind.

Labels can be the original manufacturers label or hand written with chemical name and CAS number.

Research samples should all be properly disposed in labeled and approved waste containers.

If research samples are large in size (2-4L) and properly labeled they can be disposed of in the original container (if the container is approved).

Chemicals that have the potential for peroxide formation (ex, diisopropyl ether, diethyl ether) must be checked by the PI for peroxides prior to final EHS inspection. If excessive peroxides are present the laboratory must neutralize them before disposal.

Refrigerator defrosting is often required to find samples hidden due to ice formation. In cases where it is apparent that no samples are hidden, defrosting is not required.

Chemicals can be transferred to another approved laboratory however this must be done properly through Chem Tracker. Please see EHS or your departmental safety officer for instructions.

Section 2. Gas cylinders

This section is only applicable if your lab contains gas cylinders.

Section 3. Animal and Human Tissue/Microorganism and cultures

All equipment and work surfaces must be decontaminated using proper procedures for the specific biological hazards in the laboratory.

All bio-waste must be autoclaved and properly disposed.

Chemical waste including chemical preservatives, must be disposed of properly. Contact EHS with any questions.

Chemicals can be transferred to another approved laboratory however this must be done properly through Chem Tracker. Please see EHS or your departmental safety officer for instructions.

Section 4. Radioactive Materials

This section is only applicable to Laboratories using radioactive materials

Any transfer of radioactive materials must be approved by EHS

Section 5. Laser devices

Only applicable to laboratories with Class 2 lasers and above

The purpose of this section is to safely shut down laser systems. Therefore any additional precautions, labeling or procedures that the PI or other safety officials feel are prudent need to be performed.

Section 6. Controlled substances

Handling, transfer and disposal of any controlled substance must be performed in accordance to all state and federal regulations.

Section 7. Fume Hoods

All fume hood should be cleaned/decontaminated and any items removed from the hood.

If radioactive materials were used in the hood the department safety officers and EHS should be notified.

If any other particularly hazardous chemicals were used in the hood (such as perchloric acid), then the PI must note the hazards and notify department safety officers and EHS

Section 8. Equipment Laboratory and Furniture

All laboratory items including equipment, bench tops and furniture should be cleaned and decontaminated before laboratory close out