Environmental Health and Safety

Laboratory Closeout Checklist

PI Name:_____ Anticipated Departure Date: _____

Laboratory Location(s): Bldg._____ Room #'s_____

Bldg. _____Room #'s_____

Materials Used: ☐ Chemicals ☐ Biological Materials ☐ Radioactive Materials/X-Ray/Lasers

1. Notify Key Stakeholders

- ☐ Inform department chair, dean, and research administration office.
- ☐ Inform EH&S office of your departure and timeframe.
  - Email the Lab & Chem Safety team AND the Hazardous Materials team
  - Email Biosafety and/or Office of Radiological Safety if applicable
- ☐ Contact IRB, IBC, IACUC, and/or BMSC, if applicable, on how to close out protocols.
- ☐ Communicate with lab members, collaborators, and students about the transition plan.

2. Hazardous Materials Management

Chemical Safety:

- ☐ Conduct a complete chemical inventory and identify items for disposal, transfer, or relocation.
- ☐ Label and properly dispose of expired, unused, or hazardous chemicals according to the hazardous waste disposal process. (You may schedule an appointment with the Hazardous Materials team if you need assistance)
- ☐ Ensure all chemical storage cabinets (flammables, corrosives, toxics) are empty and cleaned.

Biological Safety:

- ☐ Decontaminate biological work areas and equipment with appropriate disinfectants
- ☐ Dispose of or transfer biological materials according to your biosafety protocols
- ☐ Dispose of all biohazardous waste according to institutional procedures

Radiation Safety:

X-ray machines or lasers:

- [ ] Notify ORS of the intended disposition of your devices (surplused, disposed, transferred to another organization, or transferred to someone at GT)
- [ ] Return the AU binder or Laser Lab Notebook as applicable

Radioactive Materials:

- [ ] Notify ORS of the intended disposition of your radioactive sources (disposed, shipped to another organization, or transferred to someone else at GT)
- [ ] Request a waste pickup of any radioactive waste and/or sources to be disposed
- [ ] Survey (and decontaminate if necessary) any equipment or lab surfaces with known/suspected radioactive contamination
- [ ] Return the AU binder and all contamination surveys to ORS

3. Equipment Decontamination and Disposal

- [ ] Clean and decontaminate all lab equipment (fume hoods, biosafety cabinets, centrifuges, etc.) per EH&S guidelines.
- [ ] Arrange for proper disposal or relocation of equipment that may contain hazardous residues (e.g., HPLC systems, chemical storage refrigerators).
- [ ] Toxic/Flammable gas systems must be purged, depressurized, regulators removed, and cylinders capped. Disconnect all gas cylinders and arrange for the return cylinders to suppliers.
- [ ] Ensure all refrigerators and freezers are emptied and defrosted, if applicable.

4. Laboratory Space Decontamination

- [ ] Perform a full bench and surface wipe-down using approved cleaning agents.
- [ ] Remove all signage related to hazardous materials (biohazards, chemicals, radiation).
- [ ] Inspect and decontaminate drains and sinks that may have been used for biological disposal (following institutional guidelines).
- [ ] Ensure storage areas (cold rooms, freezers, incubators) are emptied and cleaned.
- [ ] Remove personal emergency contact numbers and replace them with department or EH&S contact info.
- [ ] Ensure exit routes remain accessible.

5. Final EH&S Clearance and Walkthrough

☐ Schedule a final walkthrough with EH&S to confirm that:

No hazardous materials remain.

The lab is cleaned and decontaminated properly.

All regulatory documentation is completed.

_____

Principal Investigator

_____

EHS Representative

_____

Department Chair/Designee