

Laboratory Close-Out Checklist

PLEASE CHECK REFRIGERATORS, FREEZERS, FUME HOODS, BENCH TOPS, STORAGE CABINETS, CLOSET SPACES, AND SHARED STORAGE AREAS FOR WASTE AND HAZARDOUS MATERIALS.		
<u>PRELIMINARY INSPECTION AND CONSULTATION</u>		
FOR QUESTIONS OR ASSISTANCE CONTACT THE LAB SAFETY CONTACT FOR YOUR RESPECTIVE CAMPUS		Date Completed
At least <u>one month prior</u> to close-out contact the following offices to request a preliminary consultation and inspection to determine the necessary steps to take prior to cleaning out the laboratory.		
Contact the Radiation Safety Office <u>first</u> to clear the area of radiological hazards		
Contact the Biosafety Office <u>second</u> to clear the area of biological hazards		
Contact the Waste Management Program <u>third</u> for instructions and assistance, if necessary, removing chemicals from the laboratory		
Contact the Laboratory Safety Program <u>last</u> to ensure the area is clear of chemicals and chemical hazards		
<u>CHEMICALS (SOLIDS, LIQUIDS, GASES)</u>		
CHEMICALS:		
•	Checked laboratory and all shared rooms for chemical materials/waste.	
•	Identified any usable materials to be moved or transferred.	
•	Followed procedures in the Hazardous Materials Transportation Program for materials to be moved.	
•	Label <u>all</u> containers (bottles, beakers, flasks, test tubes, vials, etc.) with the chemical contents (use the full chemical name(s)).	
•	Close all containers securely to prevent leaks or spills.	
•	Segregate incompatible materials.	
•	Store flammable liquid containers in flammable storage cabinets until removal.	
•	If transferring chemicals to another lab, prepare inventory and move chemicals to: (Name)_____ (Location)_____	
•	If transporting chemicals to another institution, prepare inventory, inform department chair/dean that inventory will be transported to a facility outside IU. (Packaging of the containers, shipment, and documentation must be in accordance with Department of Transportation regulations.)	

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COMPRESSED GASES:		
•	Identified compressed gas cylinders and ensured they are labeled.	
•	Removed pressure regulators on cylinders and replaced protective valve caps.	
•	Return cylinders to the gas supplier or Chemistry Stockroom. (Do not leave in lab.)	
CONTROLLED SUBSTANCES:		
•	Contact IUEHS for guidance terminating the registration and disposition of remaining substances	
•	Notify the State Board of Pharmacy and DEA of termination, or transfer of registration, or relocation of inventory. DO NOT move inventory anywhere without notifying and receiving permission from the State Board of Pharmacy and the DEA.	
FUME HOODS, EQUIPMENT, LAB FURNITURE, GENERAL SAFETY/SECURITY:		
•	Decontaminate fume hoods, bench tops, shelves, and equipment or furniture to be left in lab.	
•	Contact Laboratory Safety and Chemical Hygiene Office for information regarding contaminated equipment.	
•	Decontaminate and mark all fume hoods, bench tops, shelves, and equipment or furniture to be left in lab. Equipment shall have chemicals safely removed, drained or discharged from the equipment. Biological materials shall be removed from the equipment. Clean all surfaces with warm soapy water. Disinfect surfaces that may be contaminated with biological agents by cleaning with a bleach and water solution consisting of one part of bleach to ten (1:10) parts of water. As a final step, wipe equipment down with a 70% alcohol solution is recommended.	
•	Arrange for transfer of ownership of equipment to remain with the Principal Investigator.	
•	Arrange for transfer of ownership and removal of clean equipment to remain or be transferred to surplus.	
•	Arrange for removal of unwanted, broken, or obsolete equipment. Notified IUEHS of any transformers, capacitors, mercury switches, thermometers, or radioactive sources removed prior to disposal.	
•	Check all shared areas, freezers, incubators, and cold rooms for hazardous materials/waste.	
•	Return computers, peripherals, software, data disks to chair/dean or facility manager.	
•	Return keys to departmental business office or facility manager.	
HAZARDOUS WASTE:		
•	Identify and label <u>all</u> waste containers (bottles, beakers, flasks, test tubes, vials, etc.) with the chemical contents (use the full chemical name(s)).	
•	Dispose of hazardous waste through the IUEHS laboratory waste disposal service on your campus (see Laboratory Safety Contacts).	
•	Collect and containerize all sharps, needles, razor blades, surgical blades, and glass for disposal in accordance with the IU Waste Management Program .	

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•	Contact IUEHS Environmental Management to request bulk removal of chemicals and waste prior to final inspection.	
<u>FINAL CLEARANCE INSPECTION</u>		
•	Contact IUEHS Laboratory Safety Program to request a final Clearance Inspection prior to custodial cleaning, maintenance or renovations:	

I certify that I have followed proper procedures established for the transfer or disposal of hazardous materials from my laboratory and for the proper decontamination and/or decommissioning of all equipment in my laboratory that was used to store or process hazardous materials:

NAME: _____ SIGNATURE: _____ DATE: _____