

Lab Closeout/Move Checklist	Completed
Chemicals	
Evaluate all chemicals and label all containers	
Identify the chemicals for disposal and investigate unknown materials	
Contact OH&S at 934-2487 for guidance in packing and sorting chemicals	
Submit hazardous waste pick up request.	
Transfer usable chemicals from your inventory to the inventory of the person accepting them and physically move the chemicals	
Clean and decontaminate fume hoods, bench tops, storage areas and equipment	
Inspect all lab spaces to verify the removal of all chemicals. Be sure to check all drawers, cabinets, cupboards, refrigerators, etc.	
Remove all warning stickers	
Controlled Substance	
Make sure all usage logs (hard copy and online) are accurate	
Contact OH&S to return all unused/expired drugs for disposal and terminating the CSUA account	
If the move is within UAB to another location, contact OH&S to get to approval	
Gas Cylinders	
Remove all manifolds and regulators from cylinder and cap all of them	
Mark "Empty" and "Full" on cylinders	
Contact supplier for pick up	
Contact OH&S for cylinders that can't be returned	
Animal and Human Tissue	
Dispose tissue and animal carcasses- contact OH&S if you need assistance	
Dispose preservatives as hazardous waste	
Transfer responsibility to:	
Microorganisms and Cultures	
Decontaminate and dispose waste: Follow protocol and UAB procedures for on-site disposal of biological material and waste (e.g., disinfect, autoclave)	
Arrange for any special waste pick ups (contact medical waste contractor)	
Clean and decontaminate laboratory surfaces, BSCs, incubators, ovens, and refrigerators and obtain OH&S release stickers	
Transfer responsibility to:	
Complete the arrangements for moving samples to location within UAB or outside	
Contact OH&S for guidance on proper packaging and shipping of biological materials	
Update biological inventory records for disposal and new locations	
Once the removal of all biohazardous materials from the lab is completed, remove all biohazard warning signs	

Radioactive Materials	
Package all radioactive materials for disposal and arrange pickup.	
Transfer responsibility to: (check with Radiation Safety first)	
Perform contamination survey, and resurvey, if necessary.	
Schedule closeout survey.	
Review results of survey.	
Remove all rad signs, stickers, postings, etc.	
Check with Radiation Safety for terminating the authorization, returning badges, transferring inventory etc.	
Mixed Hazards	
Identify mixed hazards:	
Equipment	
Clean or decontaminate equipment to be left in place. (incubators, ovens, refrigerators, freezers)	
Contact OH&S regarding disposal of equipment.	
Obtain release tags	
Glassware	
Empty, clean and decontaminate	
Shared Space	
Check all shared storage areas for hazardous materials.	
Clean and decontaminate all shared lab space	
Lab Inspection	
Voluntarily request for an exit inspection by OH&S	
Department Sign off	
Submit completed checklist to department head for signature.	

 Researcher Date:

 Department head Date:

 Laboratories Closed Out (Bldg/Rooms) Date:

Copies to: OH&S
 Building Administrator
 Department Chairman