

Laboratory Closeout Procedure Checklist

Purpose: The laboratory close out procedure is in place to assure the safety of the lab space in accordance with applicable EPA, OSHA, NIH, CDC, and state regulations after laboratories are relocated, renovated, vacated, or closed for any reason.

Responsibility: Upon completion of the checkout procedure the Principal Investigator, or the Department Chair/Department Designee in the absence of the Principal Investigator, certifies that all laboratory equipment and items that may pose a potential chemical, radioactive, biological, or other hazard to people or the environment have been removed, decontaminated, or disposed of as indicated below in the “Date Completed” column. Non-compliance with the lab close out procedure can result in costs being transferred to the department or Principal Investigator.

Upon completion of the close out procedure, please email the signed form to the laboratory safety officer (safety@wcu.edu) or send via intercampus mail (Safety Office – Facilities Management). When the form is received, the Safety Officer will conduct a walk-through of the lab space to ensure that all hazardous materials have been removed.

Useful Resources: [Lab Hazard Waste Program](#) and [Laboratory Safety Webpage](#)

Principal Investigator:			
Department:			
Building and Room Number:			
Reason for lab closeout:	<input type="checkbox"/> Relocation to new lab <input type="checkbox"/> Leaving WCU <input type="checkbox"/> Other		
If relocating to a new lab space list building and room:		Date vacating current lab space:	

CHEMICAL MANAGEMENT	Date Completed	N/A	Initials
All chemicals/containers have been removed for waste disposal or relocated to a new lab. If chemicals are to remain in the current space, they are all properly labeled and responsibility is assigned to:			
All waste has been labeled as “Lab Hazardous Waste” with accumulation start date and contents (full chemical names & concentration) and removed for waste disposal.			
Chemical fume hoods have been cleared of all materials and cleaned.			
GAS CYLINDERS	Date Completed	N/A	Initials
All gas cylinders have been disconnected, valves closed, storage caps secured, and removed from the lab. If cylinders are to remain in the lab, responsibility is assigned to:			
Non-returnable small lecture bottles have been taken to the chemical stockroom.			
Liquid nitrogen dewars have been emptied or relocated to a new lab.			

BIOLOGICAL MATERIALS	Date Completed	N/A	Initials
All biohazardous waste materials have been autoclaved and removed for disposal.			
Biological agents/cultures have been removed. If materials are remaining in the lab, responsibility has been assigned to:			
Laboratory surfaces have been decontaminated with an appropriate disinfectant.			
Biosafety cabinet has been cleared of all materials and decontaminated with an approved disinfectant.			
LABORATORY EQUIPMENT	Date Completed	N/A	Initials
Refrigerators/freezers have been defrosted and cleaned.			
Any equipment that may be contaminated with chemicals or biological material has been decontaminated with an approved disinfectant.			
Hazard signs (i.e. carcinogen, biohazard, laser, high voltage, etc.) have been removed from the lab entrance door and any equipment scheduled for disposal.			
Surplus Equipment Clearance has been issued by the Safety Office for any equipment set for disposal by the Surplus Department .			
All sharps (glass, pipettes, syringes, scalpel blades etc.) have been disposed of in approved sharps containers.			
SHARED LABS AND STORAGE AREAS	Date Completed	N/A	Initials
All shared spaces have been surveyed and any hazardous materials and/or equipment belonging to the vacating PI have been disposed of. Responsibility for any remaining items has been assigned to:			

Verification of Close Out:

Signature, Principal Investigator: _____ Date: _____

Signature, Department Head/Designee: _____ Date: _____

Safety and Risk Management Clearance:

Signature, Safety Officer: _____ Date: _____