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# Laboratory Closeout Procedure

## Procedure Overview

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# Purpose

- To ensure proper decommissioning of laboratory when a faculty member leaves the university or relocates to another laboratory on campus.

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# Responsibilities

- Department Chair or designee
  - Inform faculty about this procedure
  - Notifies Risk Management and Safety (RMS) at least 30 days before a faculty member will vacate a laboratory
- Principal Investigator
  - Complete the Laboratory Close-Out Checklist and submit to RMS at least 2 weeks prior to vacating the laboratory
  - Work with RMS to properly relocate or dispose of hazardous materials/waste/equipment in the lab
- RMS
  - Conduct pre-closeout assessment
  - Conduct decommissioning inspection
  - Arrange for any disposition of surplus materials/waste
  - Assist with shipping arrangements of chemicals to new facility

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# Issues to be Considered

- Cleaning/decontamination of laboratory
- Biohazards and Biological Wastes
- Chemicals and Chemical Waste
- Controlled Substances
- Gas Cylinders
- Radioactive Hazards
- Cleaning/Decontamination of Equipment  
(Refrigerators/Freezers/Incubators/Centrifuges/  
Biosafety Cabinets, Liquid Scintillation Counters, etc.)