

Appendix B - Final Laboratory Closeout Checklist

TASK	Date Completed or N/A
Biohazardous Materials	
Sharps (razor blades, syringes, scalpel blades) collected and placed in sharps containers for disposal with RMS.	
Collect and autoclave all biohazardous waste. Double bag for trash disposal.	
Moving biohazards off campus, arrangements made for shipment.	
Clean and disinfect work surfaces, refrigerators, incubators, centrifuges, etc.	
Chemicals	
Inventory of chemicals completed and provided to Unit Director/Department Chair.	
Moving chemicals off campus, arrangements made for shipment	
Transfer ownership of chemicals to another PI who has agreed to take them.	
Identify unknowns: Fingerprinted (pH, inorganic/organic/heavy metals).	
Label all wastes with a chemical discard tag.	
Dispose (or arrangements made for disposal) of all unwanted chemicals through RMS.	
Place broken glass in sharps container.	
Clean all surfaces with detergent.	
Controlled Substances	
If transferring substances to another DEA registrant, submit appropriate forms to the DEA prior to transfer.	
If disposing substances, submit appropriate forms to the DEA prior to and after disposal.	
Conduct appropriate transfer or disposal of controlled substances.	
Gas Cylinders	
Remove regulators/gas connections and replace safety caps.	
Return to supplier.	
Contact RMS to arrange for disposal of non-returnable cylinders.	
Radioactive Materials, Sources, Radiation Producing Machines	
Inventory of radioactive materials, sources and/or radiation producing machines that will be moved to another institution, and notify Risk Management and Safety for transfer.	
If transferring materials to another Responsible Investigator (RI) at Notre Dame, notifications have been made to Risk Management and Safety.	



TASK	Date Completed or N/A
Inventory of radioactive materials, sources and/or radiation producing machines that will stay in lab and survey those items for contamination.	
Identify permanent fixtures in or connected to lab that may be contaminated for Risk Management and Safety to survey.	
Prepare wastes for disposal.	
Arrangements have been made for RMS to conduct final decommissioning inspection.	
Equipment	
Clean and decontaminate equipment that will be moved or left in place.	
Contact RMS for assistance with disposal of equipment.	
Shared Space	
Check all shared space for chemicals, biohazardous materials and radioactive materials and sources.	
Clean all work surfaces.	
Department Sign-Off	
Submit Completed Checklist to Unit Director/Department Chair for signature	

Researcher Signature: _____ Date: _____

Unit Director/Department Chair Signature: _____ Date: _____

Laboratories Closed Out (Building and Room #'s) _____

Send a copy of the Signed Final Laboratory Closeout to Risk Management and Safety