

# **EH&S Clearance Checklist for Lab Closure**

Researchers must ensure that all hazardous materials, equipment, and supplies are properly removed from their lab spaces before departing the university. All hazardous materials must be submitted for proper disposal and all equipment must be free from contamination. The disposition of equipment in the lab must be properly managed according to campus policies, environmental regulations and following procedures outlined by the Office of Contracts and Grants. All equipment must be properly disposed of through the Property Services Department, approved to be left behind by the applicable departmental liaison or transferred to another PI with OCG approval. EH&S staff and departmental liaisons for each location will inspect all spaces to ensure compliance. **All costs associated with laboratory spaces that have been improperly abandoned and require cleaning services, removal of hazardous materials or disposal of equipment will be charged back to the appropriate department.**

Department\_\_\_\_\_\_\_\_\_\_\_\_\_ Building/Room\_\_\_\_\_\_\_\_\_\_\_\_\_ P.I.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  All laboratory equipment and supplies have been removed from the lab spaces. Remaining

equipment and supplies are approved by the appropriate departmental liaison or building

proctor.

[ ]  Biological materials have been removed and proper decontamination procedures have been completed on remaining work surfaces and equipment.

[ ]  All chemicals and hazardous wastes have been removed from the lab spaces. This includes chemicals within all fume hoods, cabinets, drawers, shelves, SAA’s, fridges/freezers, etc.

[ ]  No chemical residues or spills are evident on lab work surfaces; all chemical contamination has been appropriately removed.

[ ]  All radioactive materials have been removed from the lab spaces. All radioactive

decontamination procedures have been performed, including documented LSC/wipe survey results. EH&S Radiation Safety has been notified to conduct an Exit Survey of the laboratory space(s).

[ ]  Trash has been properly disposed of in trash receptacles.



 Date: Date: