

Laboratory Move/Closeout Checklist

Laboratory Information

Department: _____ Principal Investigator: _____

Building: _____ Room(s): _____

Date laboratory will be vacated: _____

Checklist

Chemicals

	Complete	N/A	Initials
Identify all chemicals for disposal, including investigation of unknown materials			
Label all containers with full chemical name(s)			
Submit Hazardous Waste Pickup Requests at least 4 weeks prior to lab closeout			
Clean and decontaminate benchtops, furniture, other surfaces, laboratory hoods, storage cabinets, and other fixed equipment			
Remove warning stickers. Attach Department or Research Safety (RS) clearance statements to equipment, spaces			
Confirm that all hazardous waste and surplus chemicals have been removed			
If transferring chemicals to another lab, call RS for proper procedures			
Redistribute usable chemicals to stockrooms and other laboratories			
Contact RS for guidance on proper packaging, shipping and waste disposal			
Inspect all lab spaces to verify removal of all chemicals (check drawers, cabinets, refrigerators, etc.)			

Gas Cylinders

	Complete	N/A	Initials
Identify contents of cylinder(s) even if "empty"			
Remove regulators and manifolds			
Cap all cylinders and bottles			
Contact RS for pick-up of non-returnable bottles			
Return cylinder(s) to supplier or University Services department, if appropriate			
Submit a Hazardous Waste Pickup Request, if needed			

Controlled Substances

	Complete	N/A	Initials
Contact department chair at CCM regarding status of permit			
Contact RS for moving or disposal instructions			
Contact RS to close or change location of the Controlled Substances Permit			
If controlled substances are to be moved, establish procedures to ensure secure transport			

Animal and Human Tissue

	Complete	N/A	Initials
Dispose of research animal carcasses and tissue. Call RS for advice			
Dispose of any chemical preservative through RS			
Clean and decontaminate refrigerators/freezers			
Transfer responsibility to: _____			

Microorganisms, Cultures and rDNA

Dispose of waste in a red biohazard bin or submit a Biological Hazardous Waste Collection Form
Dispose of any chemical preservative through RS
Clean all equipment used with above waste
Transfer responsibility to:
Label all containers
Evaluate and sort biologicals into categories: move, research materials to preserve and waste
If moving biological materials in liquid nitrogen Dewar flasks, contact RS to move using dry nitrogen shipper
Contact RS for guidance on proper packaging and shipping of other biological materials
Follow organizational procedures for preservation of proprietary samples and research materials
Follow protocol and organizational procedures for on-site disposal of biological material and waste (e.g., disinfect, autoclave)
Dispose of treated biological waste according to organizational procedures
Contact RS for removal of other biological material and waste
Update biological inventory records for disposal and new locations
For registered rDNA work, protocol must be closed or updated for new location prior to move
Clean and disinfect bench tops, furniture, other surfaces, biological safety cabinets, gloveboxes, storage cabinets and other fixed equipment. Remove warning stickers. Attach a Department or RS clearance statement to equipment and spaces.

Complete N/A Initials

Sharps

Sharps include needles, syringes with/without needles, Pasteur pipettes, pipette tips, and broken glass
Separate sharps that are radioactive, biologically or chemically contaminated. Contact RS for removal.

Complete N/A Initials

Radioactive Materials

Evaluate and sort radioactive materials for moving or disposal
Package all surplus and waste radionuclides in approved and labeled waste containers
Submit a Hazardous Waste Pickup Request
Perform contamination survey, decontaminate, and re-survey if necessary
Schedule closeout survey with RS
Arrange for a responsible person to be present
Remove all rad signs, stickers, postings, etc.
Transfer inventory to:
Prepare rad materials for shipment to new location
Return dosimeters and holders (if the authorization is being terminated)
Provide chart string to pay dosimeter bill (if the authorization is being terminated)
Reassign radiation workers, if necessary
Return irradiator keys, if issued

Complete N/A Initials

Laser Equipment

Equipment is being transferred to another PI (name/location):
Equipment is being relocated outside the University (name/location):
The following equipment is being disposed of:

Complete N/A Initials

Movable Laboratory Equipment

	Complete N/A Initials
Call RS for disposal information regarding contaminated lab equipment	
Clean/decontaminate movable lab equipment that is to be left in place, moved, sold as surplus, or disposed	
Units that may contain refrigerants must be evaluated by Facilities Management to remove refrigerant; if applicable, contact RS to arrange for removal	
For refrigerators, freezers, and other movable equipment that may be contaminated with chemicals: clean/decontaminate, remove warning stickers, and attach a Department or RS clearance statement	
For incubators that may be contaminated with biological materials: disconnect CO ₂ gas feed line, drain water jacket, clean/disinfect, remove warning stickers, and attach a Department or RS clearance statement	
For refrigerators, freezers, ultracentrifuges, UV boxes, transilluminators, imaging stations and other movable equipment that may be contaminated with biological materials: clean/disinfect, remove warning stickers, and attach a Department or RS clearance statement	
For refrigerators and freezers where carcasses and tissues were stored: clean/disinfect if necessary, remove warning stickers, and attach a Department or RS clearance statement	
To move fragile or vibration-sensitive equipment (e.g., balances, confocal microscopes), contact specialized movers	
For high-pressure liquid chromatographs, disconnect chemical feed and waste lines. If radioactive materials were used, decontaminate and wipe-test. Clean, remove warning stickers, and attach a Department or RS clearance statement	
Clean and decontaminate liquid scintillation/gamma counters. Contact RS to move or ship any external standards.	
For refrigerators, freezers, and other movable equipment that may be contaminated with radioactive materials: clean/decontaminate, survey, wipe-test, remove warning stickers, and attach a Department or RS clearance statement	
Prior to sale as surplus laboratory equipment, contact RS to determine if export controls apply	
Request removal of lab equipment to be discarded	

Reuse, Redistribute, Recycle Empty Containers and Glassware

	Complete N/A Initials
For empty containers that held an EPA-regulated acutely hazardous waste, triple rinse with a solvent appropriate for removing the waste. Then deface label and follow RS procedures for recycling or disposal.	
Clean glassware if necessary. Redistribute usable glassware to stockrooms and other laboratories.	
Contact RS to redistribute usable laboratory supplies to other laboratories	
Contact RS to remove recyclable glass, plastic, universal waste (e.g., electronics, batteries, etc.)	
Return reusable lab coats to RS	

Other

	Complete N/A Initials
Notify Facilities Management when lab is vacated so they may consider adjusting ventilation and laboratory hood exhaust fans	
Dispose of used gloves, aprons, goggles, etc., according to RS disposal procedures	
Pack all files, documentation, books and publications. Follow organizational procedures for archiving research notebooks and supporting documentation.	
Contact Office of Sustainability or vendor to destroy confidential papers	
Update emergency information, including external door posting, contact lists, plans, etc.	
Follow organizational security procedures for preventing laboratory access	
Check all shared storage areas for hazardous materials	
Voluntarily request an exit inspection by RS	

Department Clearance

Principal Investigator's Agreement

I certify that my staff and I have adequately cleaned out and decontaminated the laboratories under my supervision.

Signature

Date

Department Head/Designee

I am aware of the status of the lab(s) being vacated and I understand that I am responsible for the laboratory space and contents of the vacated labs.

Signature

Date

Please return a copy of this form to Research Safety at researchsafety@northwestern.edu or:

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