

USA LABORATORY CLOSURE, RENOVATION, REMODEL AND MOVES CHECKLIST

The following checklist is a guide for procedures for the discontinuation of use and/or the closure of all University of South Alabama laboratory space.

Please contact the Safety & Environmental Compliance Department (SEC) a minimum of 90 days prior to laboratory closures, moves, renovation and remodels at 251-460-7070.

Building: _____ Lab Room Number: _____

Department: _____

Principal Investigator: _____

Department Chairperson: _____

HAZARDOUS CHEMICALS

Activity	Date Completed	Responsible persons initials
All containers of chemicals (both product and waste) are legibly and completely labeled the chemical names. <ul style="list-style-type: none"> • Abbreviations, chemical formulas or structures are not acceptable. • Conscientious effort must be made to identify any "Unknown" substances. 		
All containers are securely closed with a screw-type cap <ul style="list-style-type: none"> • All beakers, flasks and other containers are emptied, cleaned and restocked on shelves. 		
All chemicals and samples must be removed from refrigerators, freezers, bench tops and fume hoods		
Chemicals suitable for research purposes are to be re-assigned to another investigator and removed from the laboratory. <ul style="list-style-type: none"> • Re-assigned chemicals must be added to the chemical inventory of the new lab. 		
Containers of hazardous chemicals, including chemical not re-assigned are labeled with the appropriate orange "Hazardous Waste" labels and stored in one area. <ul style="list-style-type: none"> • Hazardous chemicals cannot be disposed of in the trash or via the sanitary sewer system. 		
DEA-controlled substances have been transferred to another investigator or disposed of properly		
Arrangement for shipping chemicals to another institution has been made using a licensed shipper. Packing of these chemicals must meet DOT requirements. <ul style="list-style-type: none"> • Arrangements to ship these materials is the responsibility of the investigator and must be handled by a licensed shipper. • Packing and handling of chemicals must be performed between the hours of 8am and 4 pm, so SEC personnel will be available to respond in the event of a spill. 		
Chemical waste pick up request has been filed with the SEC Department		

BIOLOGICAL MATERIALS

Activity	Date Completed	Responsible persons initials
Frozen specimens of human or animal tissue for disposal have been identified and placed in proper containers for disposal via medical waste vendor.		
Chemically preserved specimens of human or animal tissues for disposal have been drained of preservation fluid and the fluid is collected and identified as "hazardous waste" for disposal by the SEC Department. Tissue collected is collected, bagged and placed in biohazard box. <ul style="list-style-type: none"> It is the responsibility of the investigator to remove bio-boxes from the lab and take them to the proper collection area for disposal via the university's contract disposal vendor. 		
All sharps-needles, syringes, scalpels, razor blades and pipettes-have been placed in sharps container and removed to the proper collection area for disposal via the contract disposal vendor.		
Frozen or preserved specimens for transfer to another institution must be clearly mark and packaged in a manner that meets DOT requirements. <ul style="list-style-type: none"> Arrangements to ship these materials is the responsibility of the investigator and must be handled by a licensed shipper. Packing and handling of biological materials must be performed between the hours of 8am and 4 pm, so SEC personnel will be available to respond in the event of a spill. 		
It is the responsibility of the investigator to move all other specimens to the designated collection area for disposal via the university's contract disposal vendor.		

COMPRESSED GAS CYLINDERS

Activity	Date Completed	Responsible persons initials
Compressed gas cylinders have been returned to the vendor or reassigned to another investigator		
Compressed gas cylinders scheduled for vendor pick-up are disconnected from equipment, regulators removed, capped and secured.		

GENERAL LABORATORY CLEAN-UP

Activity	Date Completed	Responsible persons initials
All bench top disposable liners or covers have been removed and appropriately disposed.		
All bench tops, refrigerators, freezers and other equipment have been defrosted, cleaned and disinfected with agents appropriate to the potential contaminants.		
All drawers and cabinets have been emptied and cleaned		
Broken glass has been placed in a lined, well-constructed cardboard box. The box is sealed with heavy tape, identified with the words "Caution—Broken Glass" and the sealed box has been place in the appropriate dumpster.		
All signs and labels have been removed from the lab and lab door (Emergency call lists, radiation, biohazard and chemical labels, etc.)		
Incubators, autoclaves, ovens and other equipment remaining in the lab have been appropriately cleaned with the appropriate cleaner		
Incubators and water baths have been drained of all standing water		

Glassware remaining in the lab has been cleaned and placed in cabinets or drawers		
Broken glass has been appropriately disposed.		
Fume hoods and biosafety cabinets have been cleared of equipment, cleaned and disinfected with appropriate cleaners		
Responsible department must be notified and authorization given for any equipment being transferred to another institution. Appropriate shipping arrangements is the responsibility of the investigator. <ul style="list-style-type: none"> USA Property Forms must be filled out and filled with the Property Department Equipment to be transferred should be clearly marked and segregated in a designated area. 		
Arrangement with the USA Custodial Services department have been made to clean the floor and remove any remaining trash.		

SURPLUS PROPERTY

Activity	Date Completed	Responsible persons initials
USA Property forms have been filled out for removal for any old or nonfunctioning equipment and a request has been filed for removal of the equipment		
Equipment going to Property must be cleaned, decontaminated with appropriate cleaner and "Blue Tagged" by the SEC department		
Outdated and scrapped computer equipment must be sent to USA Property for hard drive disposal and recycling. <ul style="list-style-type: none"> Sensitive and personal files should be removed or over-written in compliance with University Policy. 		

SHARED AREA

Activity	Date Completed	Responsible persons initials
The Principle Investigator, accompanied by designated Department Representative, has toured all shared areas (prep rooms, cold rooms, dark rooms, etc.) and all materials have been clearly identified		
Any chemical or biological in shared areas have been removed or reassigned to other investigators		
All equipment in shared areas has been cleaned and emptied, if appropriate.		

**Removal and disposal of radioactive materials are handled by the Radiation Safety Office 460-7063.

Once all of the applicable close-out procedures have been completed, please contact the Safety & Environmental Compliance Department [460-7070] for a close out inspection. This should be scheduled at least two weeks prior to departure.