

Laboratory Close-Out Checklist

This form is provided as a tool for department use and to aid departments in documenting execution of appropriate off boarding and decommissioning processes. This documentation will aid in obtaining support services such as custodial, moving services, equipment removal and renovation activities. Updated forms are available at: www.ksu.edu/safety/lab/labsafety/

Please complete the following prior to the departure of a researcher, at termination of investigator research activities, and when vacating an academic laboratory. For research laboratories and activities, the PI (or designated departmental staff if researcher is unavailable) is responsible for this process, including for graduate student activities. Provide student researchers a copy of this form prior to departure if there is termination of laboratory space activities.

Researcher/lab manager name:
Phone:
Email:
Department:
Building/Room(s):

Laboratory Materials

Item	Initial Survey			Final Review
	YES	NO	N/A	Completed
<p>Remove Chemicals & Biological Materials Remove chemicals and biological materials (including animal specimens/waste) from refrigerators, freezers, cold rooms, storage rooms, and shared labs. Check beneath hoods, in cabinets, and infrequently used storage areas for chemicals or other materials that might easily be left behind. Discard empty chemical containers. Identify and properly label all material containers. Keep biological items refrigerated until disposal, as applicable. Contact EHS (785-532-5856) for disposal of unwanted chemicals or medical/bio waste. [Note: For large lab chemical clean outs (>30 containers), EHS needs a 60 day lead time before removal is completed due to staffing constraints. Advance notification and coordination is important if new staff will reoccupy the lab.] Resources: Large inventory clean out form: www.k-state.edu/safety/environmental/labcleanout/ Disposal guidance by material/equipment type: www.k-state.edu/safety/environmental/faqs.html</p>				
<p>Biohazardous Materials Inventory biohazardous materials and samples (e.g., animal/human tissues, rDNA products/materials) that will be transferred to other IBC authorized researchers. Autoclave or make safe by other approved methods unwanted biohazardous materials before disposal or contact EHS to request disposal of untreated biohazardous materials/medical waste. Refer to the Biohazardous/Medical Waste Management and Sharps Procedures document.</p>				

<p>Radioactive Materials Radioactive materials are labeled with the radioisotope, activity, and date. Contact the Radiation Safety Office for proper disposal or transfer of radioactive materials. Survey the lab for the presence of radioactive materials or contamination. Schedule a deactivation contamination survey with the Radiation Safety Office.</p>				
<p>Chemical Inventory Update your online chemical inventory (ref info: EHS Assistant) when transferring usable chemicals to other staff. The receiving party will be responsible for proper inventory, storage, and disposal.</p>				
<p>Peroxide Forming Chemicals Peroxide-forming chemicals are tested for peroxide levels and have recent test date and results noted on the container.</p>				
<p>Controlled Substances Use appropriate transfer form if transferring materials to another DEA-licensee. Properly dispose of unwanted/non-transferrable controlled substances through a licensed reverse distributor. Notify EHS if legacy controlled substances are found during clean out process. https://www.deadiversion.usdoj.gov/21cfr/cfr/1301/1301_52.htm https://www.deadiversion.usdoj.gov/online_forms_apps.html</p>				
<p>Shipping and Transport Use a properly permitted shipper if shipping hazardous materials and infectious agents. Contact EHS for guidance on proper off campus shipment of hazardous materials.</p>				
<p>Compressed Gas Cylinders Remove all compressed gas cylinders. Contact compressed gas provider (vendor) for return options. Contact EHS for disposal of cylinders that cannot be returned to the vendor. <i>Caution: Do not move or remove regulators on legacy cylinders of poison gases that show signs of corrosion or damage.</i></p>				
<p>Study Animals Ensure that study animals are properly transferred from the satellite animal location as applicable.</p>				

Laboratory Space and Equipment

Item	Initial Survey			Final Review
	YES	NO	N/A	Completed
<p>Decontaminate Equipment and Reusable Supplies Properly decontaminate, sanitize or sterilize laboratory equipment as applicable including freezers, refrigerators, incubators, centrifuges, microscopes, scales, ovens, glassware, etc. Remove or deface warning stickers as applicable.</p>				
<p>Laboratory Signage Remove old laboratory signage and no longer relevant hazard/warning labels. Post temporary contact info for space.</p>				

Contact Environmental Health and Safety (EHS) for guidance and information or to schedule a pre-departure visit.

Email: Safety@KSU.edu, Phone: 785-532-5856, Fax: 785-532-1981. Form: www.ksu.edu/safety/lab/labsafety/

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<p>Mercury Containing Equipment Contact EHS for proper disposal of mercury containing equipment (e.g., thermometers, flow meters, pressure gauges, barometers, blood pressure cuffs)</p>				
<p>Radioactive Sources Equipment that may be contaminated with radioactive materials should be decontaminated and surveyed per Radiation Safety Manual procedures. Contact the Radiation Safety Office if you have a licensed radioisotope containing device, a generally licensed radioisotope containing device (e.g., liquid scintillation counter, electron capture gas chromatograph detector, aerosol neutralizer), a class 3B or 4 laser, or a registerable x-ray producing device.</p>				
<p>Laboratory Hoods Fume Hoods cleaned out and surfaces decontaminated. Note: For fume hood(s) previously used with perchloric acid – contact EHS for perchlorate residue testing. Biosafety cabinets cleaned out and surfaces sanitized. For guidance contact EHS or consult approved Institutional Biosafety Committee protocol.</p>				
<p>Broken Glass Properly dispose of broken and unwanted glassware in appropriate broken glass container (securely close and dispose).</p>				
<p>Sharps Properly dispose of sharps (needles, razor blades, scalpels, glass pipettes, etc.) per Biohazardous/Medical Waste Management and Sharps Procedures</p>				
<p>Oil Containing Equipment Prior to disposal or recycling, drain and collect oil or hydraulic fluid from equipment such as pumps. Contact EHS for hazardous waste pick up.</p>				
<p>Cleaning Work surfaces are appropriately decontaminated and all debris and unwanted equipment and supplies removed. Drawers and cabinets emptied and clean. <i>Note: custodial services may decline performing requested cleaning activities if items identified on this form are not addressed.</i></p>				
Other unique items:				

Research Protocols

Item	Initial Survey			Final Review
	YES	NO	N/A	Completed
Reconcile, close out or modify any active IBC, IACUC and/or IRB compliance committee protocols. Contact the URCO for additional information (785-532-3224, comply@ksu.edu)				

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