

NF/SG VHS Research Service Laboratory Close-out Checklist

Building # _____ Room #s: _____
 Responsible party (PI/Center Director): _____ Phone: _____
 Email: _____
 Contact: _____ Phone: _____ Email: _____
 Laboratory: Closing Being remodeled Transferring to: _____

| Chemical Safety | Yes | No | (n/a) |
|--|-----|----|-------|
| 1. Have fume hoods been cleared of all chemicals and equipment? | | | |
| 2. Have fume hoods been cleaned? | | | |
| 3. Is the fume hood sash closed? | | | |
| 4. Was perchloric acid used in the hood? | | | |
| 5. Are all chemicals properly labelled? | | | |
| 6. **Are there chemicals that must be removed or disposed of? | | | |
| 7. Are remaining chemicals listed on Materials Safety Data Sheets | | | |
| 8. Have compressed gas cylinders from the lab have been removed/returned to suppliers? | | | |
| 9. Have shelves and cabinets been cleared and cleaned? | | | |
| 10. Have all countertops been washed? | | | |
| 11. Have all refrigerators and freezers been emptied and cleaned? | | | |
| 12. Has notice board been removed or Emergency Call List changed? | | | |
| 13. Have controlled substances been removed and returned to Pharmacy? | | | |

**If yes, PI must contact Facilities Management Service GEMS coordinator before taking action

| Biological Safety | Yes | No | (n/a) |
|--|-----|----|-------|
| 1. Has the inside of the BSC been decontaminated? | | | |
| 2. Have incubators and water baths been decontaminated? | | | |
| 3. Have all biohazard areas been decontaminated? | | | |
| 4. Has biological waste been removed from the laboratory? | | | |
| 5. Has all biological material been removed, transferred or destroyed? | | | |
| 6. Have all biohazard stickers been removed or crossed out? | | | |

| Shipment of Biological Material Offsite | Yes | No | (n/a) |
|--|-----|----|-------|
| 1. Has the Chief, Materials Management, been contacted to move biological materials offsite? | | | |
| 2. Has the Research Office budget section been notified? | | | |

| Radiation Safety | Yes | No |
|---|-----|----|
| 1. **Were radioactive materials ever used in this space by its current PI/team? | | |

**If yes, please contact Radiation Safety Officer at (352) 548-6514 for guidance

| Equipment | Yes | No | (n/a) |
|--|-----|----|-------|
| 1. Has all equipment been cleaned, washed, disinfected and decontaminated? | | | |
| 2. Has one 2237 been created for all equipment to be moved to new location, on-site or off-site? | | | |
| 3. Has "open house" been scheduled to enable other investigators to obtain equipment (contact Research Office to arrange)? | | | |
| 4. Has one 2237 been created for each piece of equipment to be moved to another investigator's lab? | | | |
| 5. Has one 2237 been created for all remaining pieces of equipment — items to be turned in? | | | |
| 6. Has the Chief, Materials Management, been contacted to move equipment, on-site or off-site? | | | |
| 7. Has the Research Office budget section been notified? | | | |

| Supplies | Yes | No | (n/a) |
|--|-----|----|-------|
| 1. Has "open house" been scheduled to enable other investigators to obtain clean supplies (contact Research Office to arrange)? | | | |
| 2. Have BSL II supplies been autoclaved (mandatory)? | | | |
| 3. Have non-BSL II contaminated supplies been put in biohazard bags and disposed of properly? | | | |
| 4. Has the Facilities Management Service GEMS coordinator been notified of residual clean supplies? | | | |
| 5. Have residual uncontaminated/autoclaved glass supplies not of interest to GEMS coordinator been disposed of in D-122/E-364?? | | | |
| 6. Have other laboratory materials, even if sterile or in unopened cartons, been placed in red bags and put in trash for incineration? | | | |
| 7. Have residual lancets, pipettes and other sharp pointed objects been placed in sharps containers for incineration? | | | |

| Data/Documents/Printed Materials | Yes | No | (n/a) |
|---|-----|----|-------|
| PAPER | | | |
| 1. Have all documents containing research data or PHI been transferred to Research Office Records Manager for storage or disposal | | | |
| 2. Have documents related to equipment been made available to prospective users? | | | |
| 3. Have all other printed materials (catalogues, reprints, etc.) been disposed of? | | | |
| | | | |
| ELECTRONIC | | | |
| 1. If lab is to be closed or investigator is moving to another site, has Research Office Records manager been notified? | | | |
| 2. If investigator is moving to another site and data containing PHI is to be transferred, has Information Safety Officer (ISO) been contacted? | | | |

This Lab _____ has been cleared for all of the above Chemical, Biological, Radiation Safety, Equipment, Supply, and Documentary issues.

Principal Investigator Date

Trevor Sanders, GEMS Coordinator/Industrial Hygienist (IH) Date

Kathleen Thomas, Radiation Safety Officer (RSO), if applicable Date

Kamal Mohammed, Laboratory Safety Officer Date
Chair, Subcommittee on Research Safety

Josh Yarrow, PhD, Acting Associate Chief of Staff for Research Date

___ Copy to Space Committee