

Laboratory Closeout and Chemical Cleanout Procedures and Checklist

All Principal investigators (PIs) who are leaving the University or otherwise vacating their laboratory space are responsible for leaving laboratories in a state suitable for re-occupancy or renovation. The following checklist should be followed to ensure compliance with BGSU guidelines and applicable federal, state, and local regulations. Not adhering to these rules and procedures defined in the checklist may result in the Department of Environmental Health and Safety to seek immediate action to remove excess chemicals following a PIs departure.

Note: Individual departments/PIs will be responsible to enforce these same procedures for researchers, such as graduate students, Post-docs, or visiting faculty/students.

X	Chemicals	Comments
	Label all chemicals and containers including “unknowns” with full chemical names.	Dispose of all unknowns, expired and outdated chemicals or materials no longer in use (Contact EHS at 2-2171).
	Redistribute unopened or unused chemicals to the other laboratories or stockrooms if they are not expired or past their shelf life.	If relocating chemicals to another lab, chemical inventory must be updated in BioRAFT ChemTracker.
	Package compatible chemical containers in secondary containment.	Use sturdy partitioned boxes, or polyurethane trays, and line with absorbent materials in the event of a spill.
	Clean and decontaminate benchtops, furniture, fume hoods, storage cabinets, freezers, refrigerators, and any other equipment or surfaces with soap and water or disinfectant, whichever is more appropriate.	
	Remove all labels and warning stickers.	
	Package and label all hazardous waste appropriately and contact EHS (2-2171) for proper transportation to Hazardous Waste Facility for disposal.	No chemicals should be disposed of in the trash, pouring them into sinks or drains, or by evaporating into chemical fume hoods.
	All controlled substances must be removed before vacating laboratory.	

X	Biohazard Materials	Comments
	Decontaminate and dispose of all biohazardous waste and sharps.	Autoclave and dispose of accordingly.
	Disinfect all biohazardous work surfaces and equipment (benchtops, fume hoods, storage cabinets, freezers, refrigerators, centrifuges, gloveboxes, and any other equipment or surfaces).	Use 10% bleach solution, or any other specific disinfectant listed under your IBC protocol, for: BSCs, incubators (drain water), centrifuges, refrigerators, freezers, water baths and any other small equipment labeled and/or used for biohazardous work.
	Remove all biohazardous labels and placarding.	
	Transfer biological agents.	If transferring biological agents to another lab, the lab must be approved to accept such material and the BioRAFT ChemTracker inventory must be updated.
	Collect biohazardous materials that cannot be autoclaved or sterilized in red biohazardous bags (carcasses, tissues).	Contact EHS at 2-2171 to schedule a waste pickup.
	Package all materials being transferred or moved in secondary containment.	Empty all beakers, flasks, evaporating dishes, and other containers that cannot be sealed with a cap.

X	Radiation	Comments
	Notify Radiation Safety Officer (RSO) to initiate decommissioning of a radiation lab.	
	Sort and package all radioactive materials for the move to a new area or disposal.	Cap all containers or bottles and use secondary containment.
	Decontaminate all surfaces, survey, wipe test all equipment and surfaces used with radioactive materials (refrigerators, freezers, benchtops).	Coordinate wipe test and decommissioning survey with EHS by contacting them at (2-2171). More decontamination may need to occur if wipe test levels are indicated three times above background.
	Remove all radiation signs, stickers, and postings.	
	Return all dosimeters (if terminating authorized user status).	Contact EHS at (2-2171) to pick up dosimeters.
	Appropriately package radioactive wastes per BGSU Radiation Safety Manual and schedule a waste pickup.	A waste pickup can be scheduled by contacting EHS at (2-2171).