**BSL2 Laboratory Closeout – Checklist**

ALL biological materials (i.e. cultures of microorganisms, cell lines, blood, fresh tissue, sharps, carcasses, etc.) must be removed **prior** to vacating the laboratory space(s). This includes BSL1 or BSL2 materials stored in any lab spaces, refrigerators, freezers, incubators and cold rooms.

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| **Completed** | **Item** | **Biosafety Information/Contacts** |
|  | **Remove All Biohazardous Waste & Sharps** | * Autoclave OR place in CMC. * For Sharps pickups call EHS at 434-982-4911 or [complete online request](https://researchcompliance.web.virginia.edu/wpr/).   + Additional resources:   [Biological Waste Handling and Disposal Table](http://ehs.virginia.edu/Biosafety-Waste.html) or [Waste Collection & Disposal Help](http://ehs.virginia.edu/Waste.html) |
|  | Disinfect All Biohazardous Work Surfaces & Equipment | * Use 10% Bleach, Cavicide, or disinfectants listed in your IBC protocol for: BSCs, incubators (drain H20), centrifuges, refrigerators, freezers, water baths & any other small equipment labeled and/or used for biohazardous work. * For more information, see [Disinfection](http://ehs.virginia.edu/Biosafety-Disinfection.html). |
|  | Remove All Biohazard Labels | * EHS will provide tags that indicate that the equipment is safe to move. * Biohazard labels can be covered with EHS tags for equipment that will remain biohazardous following internal UVa moves. * For more information, see [Lab Moves](http://ehs.virginia.edu/Chemical-Safety-Commission.html). |
|  | Biosafety Cabinet Decontamination & Recertification | * Contact Jenni Branum, 434-982-4989 / [jmw4qs](mailto:jmw4qs@virginia.edu)@virginia.edu, to determine if gas decontamination is necessary before being moved. We will also schedule your recertification and provide guidance on optimal placement for your BSC. * Always disinfect internal/external surfaces with appropriate disinfectant. * For more information see [Biological Safety Cabinets](http://ehs.virginia.edu/Biosafety-BSC.html). |
|  | Shipping or Transferring Biological Agents | * Before shipping outside UVa, contact Jenni Branum, 434-982-4989 / [jmw4qs@virginia.edu](mailto:jmw4qs@virginia.edu), to ensure the safe and legal transport of biological materials. * Arrange for transfer of unwanted biological agents to another Principal Investigator with BSL2 approval * Category A or B CANNOT be transported by most moving companies. Only exception is human exempt specimens. For more information see [Shipping Infectious Substances by Air](http://ehs.virginia.edu/Biosafety-Shipping.html). * Lab Moving companies can be found [here](https://www.brookslifesciences.com/) and [here](http://www.tobinandsons.com/life-science/). |
|  | Add New BSL2 Labs to IBC Registration (IAR) | * Remove old lab spaces & add all new spaces to your IBC protocol (IAR). * Close IAR if leaving UVA. * Contact Vernell Hensley 434-982-4920 / [vhs@virginia.edu](mailto:vhs@virginia.edu) to set up a lab visit for new BSL2 spaces. * For IBC Protocol Questions: contact Paul Skoglund 434-243-0726 / [ps5d@virginia.edu](mailto:ps5d@virginia.edu) |