## 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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<tr>
<th>Completed</th>
<th>Item</th>
<th>Biosafety Information/Contacts</th>
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| □         | Remove All Biohazardous Waste & Sharps | - Autoclave OR place in CMC.  
- For Sharps pickups call EHS at 434-982-4911 or [complete online request](#).  
  - [Additional resources:](#)  
    - Biological Waste Handling and Disposal Table  
    - Waste Collection & Disposal Help |
| □         | 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](#). |
| □         | 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](#). |
| □         | Biosafety Cabinet Decontamination & Recertification | - Contact Jenni Branum, 434-982-4989 / [jmw4qs](mailto:jmw4qs@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.  
- For more information see [Biological Safety Cabinets](#). |
| □         | Shipping or Transferring Biological Agents | - Before shipping outside UVa, contact Ericka Pearce 434-982-5005 / [eep3p](mailto:eep3p@virginia.edu) or Jenni Branum, 434-982-4989 / [jmw4qs](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 approved by the IBC to possess such agents.  
- For more information see [Shipping Infectious Substances by Air](#). |
| □         | Add New BSL2 Labs to IBC Registration (IAR) | - Remove old lab spaces & add all new spaces to your IBC protocol (IAR).  
- Contact Vernell Shifflett 434-982-4920 / [vhs](mailto:vhs@virginia.edu) to set up a lab visit for new BSL2 spaces.  
- For IBC Protocol Questions: contact Gloria Bowers 434-243-0726 / [gb4z](mailto:gb4z@virginia.edu). |