**Chemical and General Laboratory Closeout Checklist**

**Laboratory Closing-FOR FACULTY RETIRING OR LEAVING UVA**

The space(s) vacated must be decommissioned at the end of this process. All hazards must be removed.

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| * **Contact EHS**

**434-982-4911 or by email** | * Contact Clarissa Lynch at cl9ev@virginia.edu to set up an initial meeting to discuss the specifics of decommissioning.
* A face-to-face meeting at least two weeks prior to the move is the best way to insure a safe, smooth, and compliant transition.
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| * **Radioactive material-**

  | * Generally, all radioactive material issues are addressed first.
* Contact Mike Myrsten at mfm5e@virginia.edu with questions.
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| * **Biosafety-**
 | * Work registered with the IBC requires action.
* Dispose of or, with approval, transfer your biological material.
* Shipping material may require training and approval.
* Contact Vernell Hensley at vhs@virginia.edu with questions.
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| * **Equipment-**
 | * All equipment, tools, and containers labeled radioactive and/or biohazardous must be decontaminated. EHS will tag it as safe for handling by the movers.
* Water jacketed incubators should be drained.
* Biosafety cabinets may need gas decontamination before moving.
* Contact Jenni Kershner at jmw4qs@virginia.edu about biosafety cabinets.
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| * **Class 3B & Class 4 lasers**
 | * Contact Evan Hall (eh5qp@virginia.edu) with questions and for deactivation and documented disposal of lasers or laser transfer to another PI.
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| * **Chemicals-**
 | * Chemicals may be given to colleagues within UVA, EHS can advise further on this option. Do not give chemicals to other institutions, businesses, clubs, or students.
* Shipping and transporting chemicals requires special training and licensing not typically held by conventional movers.
* Do not pack chemicals.
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| * **Controlled substances-**
 | * See the [VPR CS webpage](https://research.virginia.edu/compliance/compliance-programs/controlled-substances) for disposal information
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| * **Compressed gas cylinders-**
 | * Remove regulator and cap all cylinders.
* Return cylinders to GTS Welco (434-963-4770).
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| * **Regulated Medical Waste-**
 | * Properly close CMCs and sharps boxes. Dispose of as usual.
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| * **Hazardous Waste & Unwanted Chemicals-**
 | * Hazardous waste must have waste labels filled out.
* Unwanted chemicals clearly identified do not need waste labels.
* Unknowns require a charge code for disposal.
* Do not move waste or waste containers, even if empty.
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| * **Moving Day-**
 | * EHS will be there to train the movers and answer questions.
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| * **After the move-**
 | * Lab members make a final check of the space(s) for razor blades, needles, and overlooked items. Look in drawers and cabinets.
* EHS meets with a representative from the lab or department to sign off.
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