**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](mailto: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. |
| * **Radioactive material-** | * Generally, all radioactive material issues are addressed first. * Contact Mike Myrsten at [mfm5e@virginia.edu](mailto:mfm5e@virginia.edu) with questions. |
| * **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](mailto:vhs@virginia.edu) with questions. |
| * **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](mailto:jmw4qs@virginia.edu) about biosafety cabinets. |
| * **Class 3B & Class 4 lasers** | * Contact Evan Hall ([eh5qp@virginia.edu](mailto:eh5qp@virginia.edu)) with questions and for deactivation and documented disposal of lasers or laser transfer to another PI. |
| * **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. |
| * **Controlled substances-** | * See the [VPR CS webpage](https://research.virginia.edu/compliance/compliance-programs/controlled-substances) for disposal information |
| * **Compressed gas cylinders-** | * Remove regulator and cap all cylinders. * Return cylinders to GTS Welco (434-963-4770). |
| * **Regulated Medical Waste-** | * Properly close CMCs and sharps boxes. Dispose of as usual. |
| * **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. |
| * **Moving Day-** | * EHS will be there to train the movers and answer questions. |
| * **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. |