**Chemical and General Laboratory Closeout/Move Checklist**

**Laboratories Moving Within 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 with the Lab Safety group to discuss the specifics of decommissioning.
* A face-to-face meeting at least two weeks prior to the move is the best way to ensure 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 a protocol update with new lab location information. You must get IBC approval before beginning work in a new lab(s).
* 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 surveyed and/or decontaminated. EHS will tag it as safe for transfer to another UVA lab by movers.
* Water jacketed incubators should be drained.
* Biosafety cabinets that are moved must be recertified before use.
* 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**
 | * Evaluate chemical inventory for what can be disposed of by EHS and what chemicals will be moved. Separate into groups and label. Do not pack chemicals.
* Lab members typically transport chemicals on a cart (no vehicles) if the path is within a building. EHS will move otherwise. Conventional movers cannot move chemicals.
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| * **Compressed Gas Cylinders**
 | * Remove regulator and cap cylinders.
* Contact GTS Welco (434-963-4770) for pickup and request new gases delivered to new lab.
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| * **Regulated Medical Waste & Sharps boxes**
 | * Properly close CMCs and sharps boxes. Dispose of as usual.
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| * **Hazardous Waste & Unwanted Chemicals**
 | * All unwanted chemicals and waste must stay in lab for disposal.
* Hazardous waste must have waste labels filled out.
* Do not move waste containers, even if empty.
* Unwanted chemicals clearly identified do not need waste labels.
* Unknown chemicals require a charge code for disposal.
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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, cabinets and chemical fume hoods.
* EHS meets with a representative from the lab to sign off.
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