

Chemical and General Laboratory Closeout – Checklist for NON-RETIRING FACULTY

All Hazardous materials (i.e. chemicals, compressed gas, waste, sharps, mercury thermometers, biological or radioactive materials) must be removed from the laboratory prior to vacating the laboratory space(s) for moves (on and off grounds or another institution) or retirement. Procedures will vary depending on the type of move, meaning EHS's involvement is essential throughout the process.

Item	Description
<input type="checkbox"/> EHS contacted for an initial meeting	Call EHS Chemical and Lab Safety at 434-982-4911 EHS will meet with lab occupants to understand scope of the lab closeout
<input type="checkbox"/> Biological material is used in the lab <input type="checkbox"/> Radioactive material is used in the lab	Call EHS Biosafety at 434-982-4911 for assistance Call EHS Radiation Safety at 434-982-4911 for assistance
<input type="checkbox"/> Realistic timetable established	<u>Contact EHS as soon as you know you are moving.</u> Establish a target <u>moving date</u> and a date that all research activity will stop (Recommend 2 weeks before move)
<input type="checkbox"/> Equipment evaluation	Identify what equipment will move, what will stay in current space, or what will go to surplus. Procedures will depend on if it was used for chemical, biological or radiological work. Equipment with <u>asset tags</u> must be cleared by your department.
<input type="checkbox"/> Chemical Inventory Evaluation – Chemicals that must be moved have been identified. Request for waste pickup made for excess chemicals (see below) or offered to colleagues. <input type="checkbox"/> Moving chemicals - EHS has been contacted to facilitate chemical move. (Chemicals have been removed from cabinets, fridges, and/or freezers)	Carefully evaluate your inventory and only move what you NEED. Leave legacy chemicals, damaged bottles or excess chemicals for waste pickup. EHS can facilitate the transport of chemicals on-grounds; however, there are certain cases where EHS cannot move chemicals. For bigger or off-grounds moves, or cases where EHS cannot facilitate the move, the move will require the services of a specialty chemical shipping company. <u>Conventional movers cannot move chemicals.</u>
<input type="checkbox"/> Compressed Gas Cylinders have been picked up by our gas contractor, GTS-Welco.	Remove regulators and cap cylinders prior to pick up. Call GTS-Welco (434-963-4770) for pickup In some instances, specialty gases can be moved. Inquire with EHS.
<input type="checkbox"/> Hazardous waste has been picked up before the lab is closed out. <input type="checkbox"/> Excess chemicals have been picked up as waste. [There is no need to put waste tickets on individual bottles.] <input type="checkbox"/> Sharps containers have been removed by EHS waste pickup. <i>Ensure that drawers and surfaces are free of razor blades, needles, etc.</i>	Call EHS Hazardous Waste for pickup at 434-982-4911, or request online EHS picks up waste at <u>no charge</u> to researchers. No waste bottles may be transported in a move.
<input type="checkbox"/> Lab supplies and equipment prepared and packed for movers	Pack-up the materials/equipment that will be moved. Make sure that equipment has been approved for moving by EHS, and that the equipment is properly prepared for transport. Identify the final location of all of the materials included in the lab move. Do not pack chemicals.