**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](mailto: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. |
| * **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 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](mailto:vhs@virginia.edu) with questions. |
| * **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](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** | * 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. |
| * **Compressed Gas Cylinders** | * Remove regulator and cap cylinders. * Contact GTS Welco (434-963-4770) for pickup and request new gases delivered to new lab. |
| * **Regulated Medical Waste & Sharps boxes** | * Properly close CMCs and sharps boxes. Dispose of as usual. |
| * **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. |
| * **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, cabinets and chemical fume hoods. * EHS meets with a representative from the lab to sign off. |