

## Laboratory Relocation/Close out Checklist

This document provides guidance to ensure that vacated laboratories are free of hazards and all close out/ relocation requirements are completed. Requirements associated with laboratory close outs and relocations include the following:

Item	Yes	No	NA
Notified assigned EHS representative			
Requested to close radiation permit			
Terminated active protocols in e-Protocol or updated to reflect new location			
Archived on-line CHP or updated to reflect new location			
Notified ULAR/Made further housing arrangements for existing lab animals			
All chemicals are removed from the lab			
A chemical waste pick up request has been submitted for all chemical waste and unwanted chemicals ( <a href="http://ehs.osu.edu/">http://ehs.osu.edu/</a> )			
Chemical storage cabinets, drawers, bench tops, and shelves have been cleaned with soap and water			
Fume hoods are empty and all surfaces cleaned with soap and water			
All compressed gas cylinders are returned to stores			
Freezers and Refrigerators are decontaminated using approved EHS protocols ( <a href="http://ehs.osu.edu/FileStore/Research%20Safety%20Docs/RefrigFreezerProtocols.pdf">http://ehs.osu.edu/FileStore/Research%20Safety%20Docs/RefrigFreezerProtocols.pdf</a> )			
Unwanted freezers/refrigerators have been decontaminated. Disposal/Surplus form completed ( <a href="http://ehs.osu.edu/FileStore/Research%20Safety%20Docs/RefrigFreezerProtocols.pdf">http://ehs.osu.edu/FileStore/Research%20Safety%20Docs/RefrigFreezerProtocols.pdf</a> ) Surplus (292-8733) or disposal (292-4182) has been contacted for removal.			
Unwanted equipment has been properly decontaminated and Surplus (292-8733) or disposal (292-4182) contacted for removal			
All biological materials are removed from the laboratory			
A biological waste request has been submitted for all biohazardous waste ( <a href="http://www.ehs.osu.edu/">http://www.ehs.osu.edu/</a> )			
Equipment used to store, or manipulate biological material has been properly decontaminated			
Biological Safety Cabinets (BSCs) have been decontaminated by qualified contractor before moving and recertification is scheduled after relocating			
Radioactive Material close out procedures were completed ( <a href="http://ehs.osu.edu/FileStore/Radiation%20Safety/Close-out%20SOP%20for%20Labs.pdf">http://ehs.osu.edu/FileStore/Radiation%20Safety/Close-out%20SOP%20for%20Labs.pdf</a> )			
All postings were removed <b>*Note: Radioactive postings may <u>only</u> be removed by EHS personnel</b>			
Mercury thermometers disposed of appropriately If relocating: exchange request submitted ( <a href="https://ehs.osu.edu/ResBioSafety/MercuryTEP.aspx">https://ehs.osu.edu/ResBioSafety/MercuryTEP.aspx</a> )			
If leaving the University a chemical waste request has been submitted			