

**Checkout for Labs/Shops/Studios – Personnel Departures and Space Cleanout**

This checklist is a guide to be used for properly checking out individuals and vacating lab/shop/studio spaces on campus. Principal Investigators (PIs) must leave their laboratory in a state which is safe, clean, and suitable for new occupation. PIs are responsible for ensuring that all laboratory chemical, biological, radioactive, and laser materials and samples have been identified and removed for disposal or transfer prior to vacating the space. PIs are responsible for all items on this closeout checklist.

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| Person(s) Vacating Lab: |  |
| Principal Investigator: |  |
| Department:  |  |
| Department Chairperson: |  |
| Building and Room Number: |  |

**Part I: Personnel Departures (to be completed throughout the year as individuals complete projects and are not returning)**

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| **Door Sign** | **Completed** | **N/A** |
| Send updated door sign information to OLFS removing contact names. | [ ]  | [ ]  |
| If moving to another space on campus, send updated door sign information for the new space to OLFS. | [ ]  | [ ]  |
| **Lab Coat Rental Program** | **Completed** | **N/A** |
| If lab coats are no longer needed, return all lab coats to the Cintas bins, and notify OLFS to discontinue the Lab Coat Rental Program. | [ ]  | [ ]  |
| If lab coats are still needed in another space on CMU campus, notify OLFS to transfer the Lab Coat Rental Program to the new location. | [ ]  | [ ]  |
| **Radiation Dosimeters** | **Completed** | **N/A** |
| If radiation dosimeters are no longer needed, contact OLFS and return the dosimeters to OLFS. | [ ]  | [ ]  |
| If radiation dosimeters are still needed in another space on CMU campus, notify OLFS to update the new location. | [ ]  | [ ]  |
| **Project Closeout** | **Completed** | **N/A** |
| PI or designee has confirmed that all chemicals/biologicals/radioisotopes and samples have been labeled, placed in storage, or properly disposed. | [ ]  | [ ]  |
| PI or designee has confirmed that affected areas are clean and wiped down.  | [ ]  | [ ]  |

**Part II: Lab/Shop/Studio Closeout (to be completed when the PI is vacating the space)**

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| **Chemical Inventory** | **Completed** | **N/A** |
| Inventory all chemicals and arrange for safe return to a stockroom or transfer to another space. Chemicals should not remain in an unused space.  | [ ]  | [ ]  |
| If transferring chemicals to another lab or institution, prepare the inventory and inform the department chairperson and OLFS that the inventory will be transported to another lab or institution compliant with DOT regulations. | [ ]  | [ ]  |
| **Chemical Labeling and Storage** | **Completed** | **N/A** |
| Label all containers per CMU Chemical Hygiene Plan (CHP) requirements, including research samples. | [ ]  | [ ]  |
| Close all containers securely to prevent leaks or spills and place into secondary containment devices. | [ ]  | [ ]  |
| Segregate incompatible materials. | [ ]  | [ ]  |
| Store flammable liquid containers in flammable storage cabinets. | [ ]  | [ ]  |
| **Decontaminate Equipment and Supplies** | **Completed** | **N/A** |
| Defrost and clean all refrigerators/freezers and label as “clean” prior to removing from service. Use [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5) (Appendix O of CMU CHP). | [ ]  | [ ]  |
| Decontaminate equipment and label as “clean” prior to removing from service. Use [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5).  | [ ]  | [ ]  |
| Empty and decontaminate non-fixed chemical storage equipment (corrosive cabinets, flammable liquid storge cabinets, laboratory refrigerators and freezers) and label as “clean” prior to removing from service. Use [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5). | [ ]  | [ ]  |
| Decontaminate lab apparatus and label as “clean” prior to removing from service. Use [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5). | [ ]  | [ ]  |
| Submit a work order for any malfunctioning infrastructure (faucets, electrical outlets, cabinet locks, etc.). | [ ]  | [ ]  |
| **Dispose Unwanted Chemicals / Hazardous Waste** | **Completed** | **N/A** |
| Check all refrigerators, freezers, fume hoods, benchtops, drawers, and storage cabinets for chemical containers and research samples. Ensure these items are removed for transfer or disposal. | [ ]  | [ ]  |
| Check all shared areas, refrigerators, and freezers for hazardous materials/waste. Remove items for transfer or disposal. | [ ]  | [ ]  |
| Identify, collect, and clearly label hazardous waste and unwanted chemicals for disposal. | [ ]  | [ ]  |
| Contact Hazardous Waste Manager (EHS) to dispose hazardous waste and unwanted chemicals. | [ ]  | [ ]  |

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| **Sharps Disposal** | **Completed** | **N/A** |
| Collect laboratory glass waste (clean and no liquids) in labeled “glass waste” receptacles.  | [ ]  | [ ]  |
| Collect all non-contaminated sharp objects in labeled, puncture-proof containers. | [ ]  | [ ]  |
| Collect all biomedical sharps objects in labeled /dated sharps containers. | [ ]  | [ ]  |
| Contact Biohazardous Waste Manager (OLFS) to dispose biomedical waste sharps. | [ ]  | [ ]  |
| **Laboratory Cleaning** | **Completed** | **N/A** |
| All drawers and cabinets have been emptied, cleaned and labeled as “clean” (use [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5)). | [ ]  | [ ]  |
| Wipe down all surfaces, and empty shelves, cabinets, fume hoods, and drawers and label as “clean” using the [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5). | [ ]  | [ ]  |
| Remove all hazard signs and warnings.  | [ ]  | [ ]  |
| **Compressed Gas Cylinders** | **Completed** | **N/A** |
| Ensue accurate labeling of all compressed gas cylinders. | [ ]  | [ ]  |
| Disconnect compressed gas cylinders and close all valves. | [ ]  | [ ]  |
| Cap and secure compressed gas cylinders. | [ ]  | [ ]  |
| Remove all compressed gas cylinders. | [ ]  | [ ]  |
| **Biological Materials and Samples** | **Completed** | **N/A** |
| Inventory all biological materials and samples. Dispose or transfer to new location. Biological samples remaining have been transferred to the following PI -  | [ ]  | [ ]  |
| Autoclave and remove biohazardous waste for disposal. | [ ]  | [ ]  |
| Decontaminate biosafety cabinets and label as “clean” prior to removing from service. Use [Lab Equipment Decontamination Form](https://www.cmich.edu/docs/default-source/academic-affairs-division/research-and-graduate-studies/laboratory-and-field-safety/chemical-hygiene-plan/appendix-o---cmu-lab-equipment-decontamination-procedure-fillable0c7f5d70-6a6f-4194-bd78-83fa61a17d5a.pdf?sfvrsn=eca5449f_5). Coordinate the decontamination with the Office of Laboratory and Field Safety. | [ ]  | [ ]  |
| Disinfect surfaces that may be contaminated with biological agents. | [ ]  | [ ]  |
| **Radiation Safety** | **Completed** | **N/A** |
| Inventory radioactive materials and radioactive waste. | [ ]  | [ ]  |
| Return radiation dosimeters to the Radiation Safety Officer (OLFS). | [ ]  | [ ]  |
| Contact the Radiation Safety Officer (OLFS) for assistance in clearing the space of radiological hazards and completing a closeout survey of the lab. | [ ]  | [ ]  |
| **Laser Safety** | **Completed** | **N/A** |
| Contact the Laser Safety Officer (OLFS) for assistance in clearing the space of laser hazards and completing a closeout survey of the lab. | [ ]  | [ ]  |

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| **Transition Planning** | **Completed** | **N/A** |
| Transfer oversight responsibility for shared departmental equipment or services to responsible CMU faculty/staff.  | [ ]  | [ ]  |
| Contact companies that automatically provide lab support services to suspend such services as appropriate (e.g., deionized water service, gas cylinder delivery, etc.). Coordinate with departmental finance person so there is no continued delivery of goods and services to a decommissioned lab. | [ ]  | [ ]  |
| Instruct the department and new occupant of the space on how to manage mail and packages that arrive after departure. Ensure all suppliers have the new forwarding address as appropriate. | [ ]  | [ ]  |
| Update CMU web pages that reference the lab. | [ ]  | [ ]  |