

## BSL2 Laboratory Closeout – Checklist

ALL biological materials (i.e. cultures of microorganisms, cell lines, blood, fresh tissue, sharps, carcasses, etc.) must be removed **prior** to vacating the laboratory space(s). This includes BSL1 or BSL2 materials stored in any lab spaces, refrigerators, freezers, incubators and cold rooms.

Completed	Item	Biosafety Information/Contacts
<input type="checkbox"/>	<b>Remove All Biohazardous Waste &amp; Sharps</b>	<ul style="list-style-type: none"> <li>• Autoclave OR place in CMC.</li> <li>• For Sharps pickups call EHS at 434-982-4911 or <a href="#">complete online request</a>.               <ul style="list-style-type: none"> <li>○ Additional resources:  <a href="#">Biological Waste Handling and Disposal Table</a> or <a href="#">Waste Collection &amp; Disposal Help</a></li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Disinfect All Biohazardous Work Surfaces &amp; Equipment</b>	<ul style="list-style-type: none"> <li>• Use 10% Bleach, Cavicide, or disinfectants listed in your IBC protocol for: BSCs, incubators (drain H<sub>2</sub>O), centrifuges, refrigerators, freezers, water baths &amp; any other small equipment labeled and/or used for biohazardous work.</li> <li>• For more information, see <a href="#">Disinfection</a>.</li> </ul>
<input type="checkbox"/>	<b>Remove All Biohazard Labels</b>	<ul style="list-style-type: none"> <li>• EHS will provide tags that indicate that the equipment is safe to move.</li> <li>• Biohazard labels can be <u>covered</u> with EHS tags for equipment that will remain biohazardous following internal UVa moves.</li> <li>• For more information, see <a href="#">Lab Moves</a>.</li> </ul>
<input type="checkbox"/>	<b>Biosafety Cabinet Decontamination &amp; Recertification</b>	<ul style="list-style-type: none"> <li>• Contact Jenni Branum, 434-982-4989 / <a href="mailto:jmw4qs@virginia.edu">jmw4qs@virginia.edu</a>, to determine if gas decontamination is necessary before being moved. We will also schedule your recertification and provide guidance on optimal placement for your BSC.</li> <li>• Always disinfect internal/external surfaces with appropriate disinfectant.</li> <li>• For more information see <a href="#">Biological Safety Cabinets</a>.</li> </ul>
<input type="checkbox"/>	<b>Shipping or Transferring Biological Agents</b>	<ul style="list-style-type: none"> <li>• Before shipping outside UVa, contact Jenni Branum, 434-982-4989 / <a href="mailto:jmw4qs@virginia.edu">jmw4qs@virginia.edu</a>, to ensure the safe and legal transport of biological materials.</li> <li>• Arrange for transfer of unwanted biological agents to another Principal Investigator with BSL2 approval</li> <li>• Category A or B CANNOT be transported by most moving companies. Only exception is human exempt specimens. For more information see <a href="#">Shipping Infectious Substances by Air</a>.</li> <li>• Lab Moving companies can be found <a href="#">here</a> and <a href="#">here</a>.</li> </ul>
<input type="checkbox"/>	<b>Add New BSL2 Labs to IBC Registration (IAR)</b>	<ul style="list-style-type: none"> <li>• Remove old lab spaces &amp; add all new spaces to your IBC protocol (IAR).</li> <li>• Close IAR if leaving UVA.</li> <li>• Contact Vernell Hensley 434-982-4920 / <a href="mailto:vhs@virginia.edu">vhs@virginia.edu</a> to set up a lab visit for new BSL2 spaces.</li> <li>• For IBC Protocol Questions: contact Paul Skoglund 434-243-0726 / <a href="mailto:ps5d@virginia.edu">ps5d@virginia.edu</a></li> </ul>