

Chemical and General Laboratory Closeout Checklist
Laboratory Closing-FOR FACULTY RETIRING OR LEAVING UVA

The space(s) vacated must be decommissioned at the end of this process. All hazards must be removed.

<input type="checkbox"/> Contact EHS 434-982-4911 or by email	<input type="checkbox"/> Contact Clarissa Lynch at cl9ev@virginia.edu to set up an initial meeting to discuss the specifics of decommissioning. <input type="checkbox"/> A face-to-face meeting at least two weeks prior to the move is the best way to insure a safe, smooth, and compliant transition.
<input type="checkbox"/> Radioactive material-	<input type="checkbox"/> Generally, all radioactive material issues are addressed first. <input type="checkbox"/> Contact Mike Myrsten at mfm5e@virginia.edu with questions.
<input type="checkbox"/> Biosafety-	<input type="checkbox"/> Work registered with the IBC requires action. <input type="checkbox"/> Dispose of or, with approval, transfer your biological material. <input type="checkbox"/> Shipping material may require training and approval. <input type="checkbox"/> Contact Vernell Hensley at vhs@virginia.edu with questions.
<input type="checkbox"/> Equipment-	<input type="checkbox"/> All equipment, tools, and containers labeled radioactive and/or biohazardous must be decontaminated. EHS will tag it as safe for handling by the movers. <input type="checkbox"/> Water jacketed incubators should be drained. <input type="checkbox"/> Biosafety cabinets may need gas decontamination before moving. <input type="checkbox"/> Contact Jenni Kershner at jmw4qs@virginia.edu about biosafety cabinets.
<input type="checkbox"/> Class 3B & Class 4 lasers	<input type="checkbox"/> Contact Evan Hall (eh5qp@virginia.edu) with questions and for deactivation and documented disposal of lasers or laser transfer to another PI.
<input type="checkbox"/> Chemicals-	<input type="checkbox"/> Chemicals may be given to colleagues <u>within</u> UVA, EHS can advise further on this option. Do not give chemicals to other institutions, businesses, clubs, or students. <input type="checkbox"/> Shipping and transporting chemicals requires special training and licensing not typically held by conventional movers. <input type="checkbox"/> <u>Do not pack chemicals.</u>
<input type="checkbox"/> Controlled substances-	<input type="checkbox"/> See the VPR CS webpage for disposal information
<input type="checkbox"/> Compressed gas cylinders-	<input type="checkbox"/> Remove regulator and cap all cylinders. <input type="checkbox"/> Return cylinders to GTS Welco (434-963-4770).
<input type="checkbox"/> Regulated Medical Waste-	<input type="checkbox"/> Properly close CMCs and sharps boxes. Dispose of as usual.
<input type="checkbox"/> Hazardous Waste & Unwanted Chemicals-	<input type="checkbox"/> Hazardous waste must have waste labels filled out. <input type="checkbox"/> Unwanted chemicals clearly identified do not need waste labels. <input type="checkbox"/> Unknowns require a charge code for disposal. <input type="checkbox"/> Do not move waste or waste containers, even if empty.
<input type="checkbox"/> Moving Day-	<input type="checkbox"/> EHS will be there to train the movers and answer questions.
<input type="checkbox"/> After the move-	<input type="checkbox"/> Lab members make a final check of the space(s) for razor blades, needles, and overlooked items. Look in drawers and cabinets. <input type="checkbox"/> EHS meets with a representative from the lab or department to sign off.