

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.

<ul style="list-style-type: none"> • Contact EHS 434-982-4911 or by email 	<ul style="list-style-type: none"> • Contact Clarissa Lynch at 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.
<ul style="list-style-type: none"> • Radioactive material 	<ul style="list-style-type: none"> • Generally, all radioactive material issues are addressed first. • Contact Mike Myrsten at mfm5e@virginia.edu with questions.
<ul style="list-style-type: none"> • Biosafety 	<ul style="list-style-type: none"> • 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 with questions.
<ul style="list-style-type: none"> • Equipment 	<ul style="list-style-type: none"> • 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 about biosafety cabinets.
<ul style="list-style-type: none"> • Class 3B & Class 4 lasers 	<ul style="list-style-type: none"> • Contact Evan Hall (eh5qp@virginia.edu) with questions and for deactivation and documented disposal of lasers or laser transfer to another PI.
<ul style="list-style-type: none"> • Chemicals 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Compressed Gas Cylinders 	<ul style="list-style-type: none"> • Remove regulator and cap cylinders. • Contact GTS Welco (434-963-4770) for pickup and request new gases delivered to new lab.
<ul style="list-style-type: none"> • Regulated Medical Waste & Sharps boxes 	<ul style="list-style-type: none"> • Properly close CMCs and sharps boxes. Dispose of as usual.
<ul style="list-style-type: none"> • Hazardous Waste & Unwanted Chemicals 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Moving day 	<ul style="list-style-type: none"> • EHS will be there to train the movers and answer questions.
<ul style="list-style-type: none"> • After the move 	<ul style="list-style-type: none"> • 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.