

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

Room(s): _____ Building(s): _____

Leaving University _____ Relocating — New Location: _____

Yes	No	N/A	GENERAL	Yes	No	N/A	CHEMICAL
			Notified assigned EHS representative				Mercury thermometers disposed of appropriately IF RELOCATING: ehs.osu.edu/mercury-thermometer-exchange-program
			Terminated active IBC protocols in e-protocol or updated to reflect new location				Updated or transferred on-line chemical inventory <i>contact EHS safety representative for assistance</i>
			Terminated active IACUC protocols in e-Protocol or updated to reflect new location				A chemical waste pick up request has been submitted for all chemical waste and unwanted chemicals
			Archived on-line CHP or updated to reflect new location				All chemicals are removed from the lab
			Requested to close radiation permit <i>(ehs.osu.edu/closing-out-radioactive-material-use-laboratories)</i> IF RELOCATING: submit a RS-7				Chemical storage cabinets including flammable and corrosive cabinets, drawers, bench tops, and shelves have been cleaned with soap and water
			All non-radiation postings were removed NOTE: Radioactive postings may ONLY be removed by EHS personnel or under the direction of EHS personnel				Controlled substances disposed of in accordance with University Policy <i>(orc.osu.edu/files/Individual-Investigator-Use-of-Controlled-Substances-In-Non-Therapeutic-Research.pdf)</i>
			Notified ULAR/Made further housing arrangements for existing lab animals				Fume hoods are empty and all surfaces cleaned with soap and water
Yes	No	N/A	BIOLOGICAL				All compressed gas cylinders are returned to stores
			All biological materials were removed from the laboratory				Freezers and Refrigerators are decontaminated using approved EHS protocols <i>(ehs.osu.edu/sites/default/files/refrigfreezerprotocols.pdf)</i>
			A biological waste request has been submitted for all biohazardous waste				Unwanted freezers/refrigerators have been decontaminated. Surplus (614-292-8733) or disposal (614-292-4182) has been contacted for removal <i>(ehs.osu.edu/sites/default/files/refrigfreezerprotocols.pdf)</i>
			Equipment used to store, or manipulate biological material has been properly decontaminated				Unwanted equipment has been properly decontaminated and Surplus (614-292-8733) or disposal (614-292-4182) contacted for removal
			Biological Safety Cabinets (BSCs) have been decontaminated by qualified contractor before moving and recertification is scheduled after relocating				
Yes	No	N/A	RADIATION				
			All radioactive inventory has been disposed of or relocated				
			All radiation waste has been decayed checked/cleared for disposal, radiation waste request submitted, or relocated				
			Posted radiation equipment no longer needed for use is surveyed and cleared by EHS safety representative				
			Preliminary closeout surveys and swipes have been completed				

PI Signature: _____ Date: _____

Department Signature: _____ Date: _____

Please return completed closeout checklist to your EHS safety representative.