

# Laboratory Close Out Checklist

<b>Date:</b>	<b>Building &amp; Room(s):</b>			
<b>Principal Investigator(s):</b>				
<b>Department:</b>	<b>Administrator:</b>			
<b>Date laboratory will be vacated:</b>				
<p><b>Laboratories must be left in a state suitable for new occupants. The vacating Principal Investigator (PI) and department are responsible for the proper disposal of chemical, biological and radioactive waste materials, disinfection of all equipment and countertops, movement of equipment from the lab for surplus, repair, or relocation prior to vacating the space(s). Please review the <a href="#">Laboratory Closeout Procedure</a>.</b></p>				
<b>CHECK LIST ITEMS</b>				
<b><u>Biosafety</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
UNO requires biohazardous waste be managed and disposed of in accordance with all pertinent federal, state, and local standards to minimize the risk of exposure to personnel and the environment.				
Identify and dispose of biological materials no longer needed, using the procedures outlined in the <a href="#">UNO Waste Handling Policy</a> .				
Has the UNO Biosafety Officer been notified to arrange for decontamination of biosafety cabinets (BSC), if applicable?				
Does this lab have an IBC protocol? If so, contact the <a href="#">IBC Administrator</a> .				
Has all equipment and lab surfaces where biological materials were handled or stored been decontaminated using an appropriate disinfectant? This includes but it not limited to incubators, shakers, refrigerators, freezers, and centrifuges. Once decontaminated, remove biohazard labels and tape a note on the equipment indicated decontamination date and disinfectant used.				
<b><u>Chemicals</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
Has a chemical inventory list for disposal been developed?				
Are there any <a href="#">Unknown Chemicals</a> ?				
All chemical containers are properly labeled with full chemical names? e.g. no formulas or abbreviations				
All chemicals have been removed from shared spaces? e.g. cold rooms, shared freezers, etc.				
All chemicals have been removed from refrigerators?				
All unwanted chemicals have been offered to other researchers?				
All chemical containers are closed? e.g. no flasks or beakers				
All chemicals have been tagged and picked up for proper <a href="#">Chemical Disposal</a> ?				
All gas cylinders and lecture bottles have been identified?				
All gas companies have been notified of your new location to deliver tanks?				
Does the lab have controlled substances? If so, please reference DEA license for <a href="#">proper disposal</a> , destruction record, etc.				

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
E1. Have refrigerators and/or freezers been completely cleaned out and disinfected?				
E2. Have arrangements been made to relocate and/or remove all equipment present in the space? Items not being relocated to an alternate space, shall be tagged as surplus and be scheduled for pick up with the online eSHOP form.				
E3. Have the fume hoods and/or biosafety cabinets been cleaned and/or decontaminated?				
E4. Have phone lines and data jacks been relocated?				
E5. Have you left all phones, building furniture, and original lab chairs?				
<b>Housekeeping</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
All materials have been removed and properly disposed of from all drawers, cabinets, shelving units, bench tops, etc? (tip: when empty, keep drawers open).				
Bench tops have been properly cleaned and disinfected?				
All biohazard red bins, glass waste, and trash have been picked up?				
Have all tape, posters, and labels been removed from walls, benchtops, and drawers?				
Have all warning stickers (such as stickers indicating the presence of biohazard materials) been removed from areas to which they no longer apply?				
Is there any room damage that needs to be repaired?				
<b>Radiation</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
If radioactive material is used in the laboratory space(s), has Radiation Safety removed all radioactive material waste materials and cleared the area of radiological hazards?				
<b>Reuse, Redistribute, Recycle</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
Do you have paper and journals to recycle? Contact the Facilities Service Desk at 402-554-3600 for a large paper recycling bin.				
Metal and plastic waste has been recycled where applicable? Use green bins for most plastics and metals. Contact the Sustainability office if you are unsure of what plastic materials can be recycled sustainability@unomaha.edu or go to: <a href="https://www.unomaha.edu/sustainability/office.php">https://www.unomaha.edu/sustainability/office.php</a>				
Have you purged unwanted glassware and other lab supplies? Consider donating usable items to others within the department or college. Contact your Department Chair for details.				
<b>Other</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>initials</b>
Have you returned your lab, office and mail keys to the appropriate dept?				
Have you returned your Photo ID (if leaving the University)?				
Have you contacted a card access rep in your new building to have building/dock access added to your ID Badge?				
Has your Administrator changed your address in SAP?				

**For assistance with:**

Lab moves and Facilities concerns: **Call the Facilities Service Desk at 554-3600 or [unofacilities@unomaha.edu](mailto:unofacilities@unomaha.edu)** Chemicals: **Patrick Wheeler, [pwheeler@unomaha.edu](mailto:pwheeler@unomaha.edu) or Ash Ryan, [unoehs@unomaha.edu](mailto:unoehs@unomaha.edu)**

Radioactive Materials: **Pam Cox, [pdcox@unmc.edu](mailto:pdcox@unmc.edu)**

General Lab Safety & other questions: **Kelly Johnson, [ka.johnson@unmc.edu](mailto:ka.johnson@unmc.edu) or Jamal Khan, [jamalkhan@unomaha.edu](mailto:jamalkhan@unomaha.edu)**

**TO SCHEDULE A LAB CLOSEOUT INSPECTION, PLEASE CONTACT KELLY JOHNSON, (402) 559-9913, [ka.johnson@unmc.edu](mailto:ka.johnson@unmc.edu)**

**PLEASE SIGN, SCAN AND EMAIL A COPY OF THE COMPLETED FORM TO:  
[ka.johnson@unmc.edu](mailto:ka.johnson@unmc.edu)**

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**Principal Investigator:**

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**Person Completing Laboratory Closeout Checklist:**

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**Lab Manager (optional):**

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**Dept Administrator:**

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***FOR ENVIRONMENTAL HEALTH & SAFETY (EHS) TO COMPLETE:***

**Lab Closeout Completed By:**

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**Date of Closeout:**

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**Additional Comments:**