Environmental Health and Safety
EHS SOP-004
Laboratory Closeout/Transfer Procedures
Version 2.0

Effective: 02/24/2025	Revised: 02/12/2025

ENABLING DRIVER – POLICIES, REGULATIONS OR STANDARDS	1. University Policy 4.1.2, Environmental Health and Safety, https://www.fau.edu/policies/files/4.1.2%20Environmental%20Health%20and%20Safety.pdf

1. PURPOSE:

This procedure establishes the minimum requirements for lab closeouts or transfers for the safe management of hazardous materials including chemicals, biologicals, radioactive materials, sharps, and the like.

Unmanaged hazardous materials pose serious hazards to building occupants including fire, chemical exposures, and spills. Proper transfer or disposal of hazardous materials is required when a Principal Investigator or researcher with assigned laboratory space(s):

- is leaving the University
- is relocating to a new laboratory
- is vacating the laboratory

2. APPLICABILITY AND SCOPE:

The procedure applies to the closeout/transfer of all laboratories (academic and research) and laboratory support areas within all FAU-Operated facilities.

3. CONCEPTS AND DEFINITIONS:

3.1. Acronyms

BSC – Biological Safety Cabinet

BSO – Biosafety Officer

CFR – Code of Federal Regulations

DEA – Drug Enforcement Agency

DNA – Deoxyribonucleic Acid

DOT – Department of Transportation

EH&S – Environmental Health and Safety

FAU -- Florida Atlantic University

IATA -- International Air Transport Association

IBC – Institutional Biosafety Committee

LSO – Laboratory Safety Officer

PI – Principal Investigator

PPE – Personal Protective Equipment

RSO – Radiation Safety Officer

SDS – Safety Data Sheet

SOP – Standard Operating Procedure

3.2. Definitions

3.2.1. Laboratory – A facility where the "laboratory use of hazardous materials, equipment or research with animals" occurs. It is a workplace where relatively small quantities of hazardous materials are used on a non-production basis.

3.2.2. Academic Laboratory – A facility where curriculum-based experiments for study in science are conducted.

3.2.3. Research Laboratory – A facility where scientific research and investigations is conducted

3.2.4. Hazardous Materials - Hazardous Materials are defined in the **Chemical Hygiene Plan** and described in detail in Hazardous Material Manual, Appendix B of the Chemical Hygiene Plan. Hazardous Materials is any item or agent that can cause harm to humans, animals, or the environment. The transport and disposal of hazardous materials are regulated the U.S. Environmental Protection Agency (EPA), the U.S. Department of Transportation (DOT), and/or the U.S. Nuclear Regulatory Commission (NRC).

Hazardous materials utilized in FAU laboratory settings typically include:

- Flammable liquids
- Combustible liquids
- Flammable solids
- Oxidizers
- Corrosives
- Organic Peroxides
- Poisons
- Explosives
- Compressed Gases
- Cryogenics,
- Radioactive materials,
- Biomedical/Biohazards
- Universal Waste

3.2.5. Hazardous Wastes – Hazardous Wastes are defined as a substance or mixture of substances that can be dangerous or harmful to human health or the environment.

For the purposes of this document, hazardous materials are evaluated during the lab closeout procedures with the PI or Department Head to determine if they are transferrable or should be disposed of as a hazardous waste.

Chemicals in Good Condition – Chemicals in good condition are chemicals that are not: -

- expired
- exhibiting signs of changes in properties
- exhibiting abraded labels
- in damaged containers
- in containers with damaged lids
- identifiable.

3.2.6. Controlled Substances - A controlled substance is a drug, substance, or immediate precursor defined by the Controlled Substances Act.

4. RESPONSIBILITIES:

4.1. Department Head or Principal Investigator

4.1.1. Notify EH&S of planned lab move or lab close out at least the final laboratory closeout/transfer

4.1.2. Principle ownership of the laboratory closeout/transfer process in collaboration with EH&S and other responsible parties.

4.1.3. Complete the Laboratory Closeout/ Transfer Approval Form

4.1.4. Ensure the environmental health and safety in their laboratory space until closeout/transfer is complete.

4.1.5. Proper termination of research, if applicable.

4.1.6. Create work orders in FAMIS for any removals or repairs.

4.1.7. Proper execution of the lab closeout or move

4.1.8. Complete the Laboratory Closeout Checklist

4.1.9. Attend and participate in mandatory planning and preparation meetings with EH&S, Department Chair, environmental contractor, as requested.

4.2. Environmental Health and Safety

4.2.1. Advise the Principal Investigator and/or Department Head on the requirements of the laboratory

closeout/transfer procedures.

4.2.2. Conduct an initial laboratory inspection with the PI or Department Head to identify and assess the inventory of hazardous materials and contaminated equipment in the lab.

4.2.3. Survey potentially contaminated equipment and surfaces.

4.2.4. Coordinate the decontamination of equipment prior to transfer, if applicable.

4.2.5. Coordinate the transfer of ownership for any hazardous materials in safe condition and requested in other laboratories, if applicable.

4.2.6. Coordinate the safe disposal of hazardous wastes in accordance with federal and state regulations.

4.2.7. Coordinate the presence of EH&S and Chair/Department Head during the initial inventory, at the start of the clean out, and at the final close out to ensure the clean out and close out are conducted properly.

4.2.8. Remove or relocate all radioactive material.

4.2.9. Ensure all applicable portions of the lab closeout checklist have been executed and approved by the EH&S, the PI and/or Department Head

4.2.10. Coordinate unresolved environmental health and safety issues that remain in the space after the departure of the PI.

4.2.11. Keep the completed and signed original Laboratory Closeout Checklist for a minimum of 3 years.

4.2.12. Conduct a final laboratory inspection with the PI or Department Head to ensure that all surfaces/equipment have been cleaned, and surfaces have been disinfected as prescribed by the BSO

5. SPECIFIC PROCEDURES/PROCEDURAL STEPS:

5.1. Inspection Process

5.1.1. Pre-closeout Inspection – Upon notification that a lab is being vacated or moved, EH&S will contact the Principal Investigator to schedule a pre-closeout inspection of the space with the PI and/or a designee. During the inspection, the identification of all chemical, physical, biological and radiological hazards present and the actions required to properly close out the lab, to include the general guidelines listed below will be discussed.

5.1.2. PI or Department Head will complete the Laboratory Closeout/Transfer Approval (Appendix I) and Checklist (Appendix II). Complete the checklist items and make sure of documentation.

5.1.3. Once the PI has completed the Laboratory Closeout/Transfer Checklist, they must contact the Laboratory Safety Officer to schedule the Final Inspection

5.2. Closeout Procedures for Hazardous Materials in Laboratories

5.2.1. General Housekeeping

5.2.1.1. Remove trash from the space including empty containers, papers, and disposable materials.

5.2.1.2. Remove all lab matting, absorbents or chucks from all benches and cabinets and empty all

drawers. Non-hazardous material may be disposed of as general waste.

5.2.1.3. Remove all hazard identification signs and labels.

5.2.1.4. Empty Chemical fume hoods of all chemicals and equipment/materials. Interior surfaces of the hood shall be wiped down with a mild detergent/water solution.

5.2.1.5. Dispose of uncontaminated broken glass or unwanted glassware in a glass waste box with a clear plastic liner.

5.2.1.6. Remove all non-fixed equipment and supplies from laboratories for closeout or relocation and appropriately decontaminated if necessary.

5.2.2. Laboratory Equipment/Supplies

5.2.2.1. Empty equipment (fume hoods, refrigerators, freezers, centrifuges, biological safety cabinets, incubators, ovens, countertops, cabinets, etc.) of all hazardous materials.

5.2.2.2. All laboratory-specific research equipment must be dismantled, correctly packaged and removed from the laboratory prior to decommissioning.

5.2.2.3. Decontaminate equipment contaminated or potentially contaminated with chemicals or biological materials.

5.2.2.4. Disinfect surfaces that may be contaminated with biological agents must be disinfected. See **FAU Biological Safety Manual**.

5.2.2.5. Visible (liquid or solid) hazardous material contamination must be cleaned in accordance with the **FAU Chemical Hygiene Plan** and SDS. All other surfaces can be cleaned with warm, soapy water.

5.2.3. Chemicals

5.2.3.1. Chemicals in good condition will be offered to other PIs with chemical laboratories and proper storage, before a determination is made to dispose of them.

5.2.3.2. Update the chemical inventory in and in the lab segregate the chemicals by class and compatibility in preparation for the closeout/move.

5.2.3.3. Do not dispose of any chemicals in the sewer or drain or trash.

5.2.3.4. Check all common areas (fume hoods, chemical storage cabinets, refrigerators, freezers) for chemicals to be disposed of, moved or donated.

5.2.3.5. If moving chemicals between campuses or buildings or labs see the guidelines in the Laboratory Safety Manual

5.2.3.6. Label all chemicals with the chemical names. Abbreviations, chemical structures or trade names are not acceptable.

5.2.3.7. Please characterize all unknown chemicals.

5.2.3.8. Place properly labelled hazardous waste in the containers in the satellite accumulation area.

5.2.3.9. Schedule a hazardous waste pickup using the SciShield Waste Module and email EH&S at ehs@fau.edu

5.2.4. On Campus Transfers - Chemicals

Departmental staff may move chemicals from one laboratory or building to another only if pre-approval has been obtained from EH&S and if the following conditions are met:

5.2.4.1.1. Staff who will be doing the moving of the chemicals must be trained in the proper handling of the chemicals being moved

5.2.4.1.2. Chemicals to be exchanged must be in their original, undamaged containers, with the original label still affixed to the container

5.2.4.1.3. Before transfer check chemical containers for expiration dates. Dispose of all expired chemicals

5.2.4.1.4. Boxes can be used for solid containers, if in good condition

5.2.4.1.5. Do not use excessively large boxes to avoid overloading or unsafe handling

5.2.4.1.6. Bottles or containers containing liquids can be packed in boxes but must have secondary containment

5.2.4.1.7. All bottles and containers must be packed according to hazard classes. Non-compatible chemicals may not be packed or moved in the same box (Contact EH&S at ehs@fau.edu for assistance)

5.2.4.1.8. Each box must have inventories for their contents and attached to each box during movement. Required information includes chemical name, number of bottles and quantity in each

5.2.4.1.9. Carts used to move boxes must be sturdy enough to handle the weight of the boxes and terrain.

5.2.4.1.10. Any compressed gas cylinder being moved must be secured on a cart or rack. Small lecture bottles must be packed as bottles

5.2.4.1.11. Adequate spill control material must be available for use by the moving crew

5.2.4.1.12. Contact EH&S (ehs@fau.edu) at the beginning and end of the move

5.2.5. Off Campus Transfers - Chemicals

Off campus transfers/shipments must be conducted/supervised by EH&S personnel. Following these procedures will help to ensure that your package will arrive at its destination on time and intact. More importantly, it will ensure that everyone involved in the transport of the material will know what it is and how to safely deliver it. The following procedures apply to all hazardous material/dangerous goods packages except radioactive materials. For assistance shipping **radioactive material** contact EH&S (ehs@fau.edu).

1. Sender contacts EH&S to request assistance with an off-campus transfer of chemicals
2. EH&S will package, label and complete the proper shipping papers for the material.
3. EH&S will arrange for the shipping by a Commercial Carrier.
4. EH&S will be reimbursed by sender for all shipping costs, including packaging, labels, and shipping.

Note: Certain University employees may be authorized by EH&S to ship hazardous materials and/or dangerous goods provided they have successfully completed the training requirements specified in the DOT and IATA regulations (49 CFR 172.700 and DGR 1.5 respectively). See "Training Requirements" in the Laboratory Safety Manual.

5.2.6. Biological Material

5.2.6.1. Ensure that all IBC protocols are updated to either transfer protocols to a new PI or simply closed if no further work with materials will be done.

5.2.6.2. Decontaminate with the appropriate disinfectant all refrigerators, drawers, counters, shelves and lab equipment used for biological materials

5.2.6.3. Decontaminate all biological equipment (biosafety cabinets, incubators, refrigerators, freezers, centrifuges, etc.) with an appropriate disinfectant prior to moving (see Appendix B in the FAU Biological Safety Manual).

5.2.6.4. Rinse Biological Safety Cabinets (BSCs) with water after disinfectant is used to avoid corrosion

5.2.6.5. Contract an outside contractor to decontaminate the BSC if infectious agents have been used in the cabinet.

5.2.6.6. Wrap Biosafety cabinets with plastic before moving and place a sign on the BSC indicating that it has been decontaminated and requires recertification before use in the new location.

5.2.6.7. Do not leave biological materials in the lab.

5.2.7. Animals or Animal Tissue or Unrecognizable Human Tissue

5.2.7.1. Contact the BSO (bso@fau.edu) prior to disposal of unrecognizable biological materials.

5.2.7.2. If the animal or tissue is held in a liquid preservative, separate the animal/tissue from the liquid. Dispose of the liquid as chemical hazardous waste. Do not pour the preservative liquid down the drain.

5.2.7.3. Place animals or tissue in a biohazard waste bag for disposal in the Biological Waste container.

5.2.8. Recognizable Human Tissue

5.2.8.1. If the tissue is held in a liquid preservative, separate the tissue from the liquid. Dispose of the liquid as chemical hazardous waste. Do not pour the preservative down the drain.

5.2.8.2. Place identifiable human tissue into a biohazard bag and EH&S for pick up. For any questions concerns or assistance, please contact the Biosafety Officer (bso@fau.edu).

5.2.9. Microorganisms, Cultures, and Recombinant DNA

5.2.9.1. Inactivate, label and place all infectious and/or recombinant material in the appropriate biohazard bag and box.

5.2.9.2. Inactivate liquid material by the addition of commercial bleach at a dilution of 1:10 and

drain dispose after 24 hours. Please refer to the FAU EH&S Biological Waste Program.

5.2.9.3. If samples need to be saved, appropriate action will need to be taken by the PI, including transferring IBC registration to a new PI, or transferring the material off-campus (see below) and finding a secure location to store the materials.

5.2.10. Sharps

Place all used needles, syringes, vacutainers, scalpels, contaminated glass, etc. into the biohazard sharps containers, Tape container when full. Please refer to the FAU EH&S Biomedical Waste Program.

5.2.11. On Campus Transfers – Biological Materials

Contact the BSO (bso@fau.edu) for specific instruction prior to transport. Departmental staff may transport biological material from one laboratory or building to another on the same campus if the following conditions are met:

5.2.11.1. Staff who will be doing the moving of the containers must be trained in the proper handling of biological material

5.2.11.2. A Laboratory-Specific SOP has been developed to accomplish this transfer

5.2.11.3. The laboratory has reviewed Appendix C of the Biological Safety Manual and incorporated the guidelines into their SOP

5.2.11.4. The SOP is reviewed and approved by the BSO

5.2.11.5. Proper personal protection equipment (PPE) is worn when preparing the material for transport, but not during transport

5.2.11.6. Carts used to move secondary containers must be sturdy enough to handle the weight of the containers and terrain.

5.2.11.7. The recipient of transported biological materials is be prepared to receive the materials

5.2.11.8. Adequate spill control material must be available for use by the moving crew

5.2.11.9. Notify EH&S at the beginning and end of the move.

5.3.11.10. If biological materials are being transported between campuses, contact the BSO for guidance. (bso@fau.edu)

Biological materials classified as Category A or Category B dangerous goods (Class 6.2) may NOT be transported in FAU vehicles. To ship infectious biological material outside of our local area, a commercial carrier must be used. Please refer to Section 13 in the Biological Safety Manual for shipping guidelines.

5.2.12. Off-campus transfers—Biological Material

5.2.12.1. Off campus transfers/shipments must be conducted/supervised by EH&S personnel. Following these procedures will help to ensure that your package will arrive at its destination on time and intact. More importantly, it will ensure that everyone involved in the transport of the material will know

what it is and how to safely deliver it. The following procedures apply to all biological materials, hazardous material/dangerous goods packages except radioactive materials. For assistance shipping radioactive material contact EH&S (ehs@fau.edu).

- Sender contacts EH&S to request assistance with an off-campus transfer of biological material.
- EH&S will assist sender with classification, packaging, labeling, and completing the proper shipping papers for the material (packing materials must be obtained by the sender—EH&S can recommend sources for obtaining materials).
- Sender will arrange for the shipping by a Commercial Carrier.

5.2.13. Radioactive Materials

The Radiation Safety Officer (RSO) will perform a final clearance survey prior to laboratory closure. Permitted radiation users must perform the following prior to survey:

5.2.13.1. All radioactive isotopes and radioactive wastes must be properly disposed of. Contact the RSO to arrange for disposal.

5.2.13.2. All equipment, including waste containers, used for radioactive substance must be demonstrated to be free of contamination. Prior to any other use, transfer, surplus, or disposal, the following must be completed:

- Remove all hazardous chemical, biological, and radiological agents and hold for EH&S final release survey.
- Decontaminate all accessible surfaces that were potentially contaminated and hold waste for disposal.
- Document radiological surveys showing radiation levels are < 200 DPM/100cm2 and attach survey results to the Equipment Release Form, located within the Radiation Safety Manual, and submit to the RSO.
- Notify EH&S if the equipment contains any of the following: Pump oil, refrigerants, asbestos, fluorescent tubes or other mercury containing lamps, radioactive sources, x-ray tubes, batteries (excluding alkaline), mercury (including switches), lead, or any other hazardous materials.
- A confirmation survey of the equipment will be completed by EHS personnel. Radiation labeling on equipment can only be removed following RSO's approval of confirmation survey results.

5.2.13.3. The items detailed below must be completed for each laboratory personnel enrolled in the FAU dosimetry program.

- Provide the RSO with a list of all laboratory personnel names and valid email addresses to facilitate annual dosimetry report delivery.
- Ensure that all personnel have returned their dosimetry badge and/or ring to the RSO.

5.2.13.4. Perform a final Quarterly Radiation Survey of the radiation laboratory areas and associated furniture as detailed under the laboratory's to ensure that contamination is not present in concentrations < 200 DPM/100cm2. Report these findings to the RSO in writing.

5.2.14. Contact EH&S for specific equipment decontamination procedures involving chemical, biological,

or radiological materials.

5.2.15. Lasers

Notify the LSO (ehs@fau.edu) when any **Class 3**, **Class 4 laser,** or **laser** system is relocated, transferred, or removed from service.

5.2.16. Controlled Substances

Controlled substance use, storage, and disposal requirements are defined in the Controlled Substance Permit issued by the U.S. Drug Enforcement Agency (DEA) to the individual PI. A central record of Controlled Substance permits is not maintained at FAU and is the sole responsibility of the Controlled Substance Permit holder. If controlled substances are found and the licensee is unknown, contact EH&S at ehs@fau.edu.

5.3. Recordkeeping

Upon completion of the closeout inspection, EH&S will notify the Department Chair and Principal Investigator in writing of the results. EH&S will maintain documentation of the laboratory closeout for a minimum of three years.

6. RELATED DOCUMENTS:

Find the most current versions of the documents below here

- **Laboratory Safety Manual**
- **Chemical Hygiene Plan**
- **Biological Safety Manual**
- **Radiation Safety Manual**
- **Hazardous Material Manual**
- **Biomedical Waste Program Manual**
- **Animal Research Health and Safety Plan**

7. DOCUMENT MANAGEMENT AND CONTROL:

SOP Owner/Contact	Wendy Ash Graves
SOP Preparer	Wendy Ash Graves
Approved by	Wendy Ash Graves
Date Approved	02/24/2025
Last Revision Date	New Document
Last Revision By	Wendy Ash Graves
Next Review Due	02/24/2030
Review Frequency	5 years
Version	02
Time Sensitive Items	

8. RECORD OF CHANGES:

Version	Date	Summary of Change	Reviewed By
1.0	09/20/2022	• New Document	• W. Ash Graves
2.0	02/24/2025	• Updated to include responsibilities for lab space, transfer/disposal of chemicals, and participation by lab owners in the necessary processes for laboratory closeout or transfer procedures	• W. Ash Graves • Frank Novembre

Appendix I

Laboratory Closeout/Transfer Procedures Approval Form

Laboratory Closeout/Cleanout Approval Form

Building: _____

Room: _____

Department: _____

Principal Investigator: _____

Other PIs Using the Lab: _____

Intended Closeout/Transfer Date: _____

Items for Disposal	Completed			Comments
1. Chemical Inventory Included	☐Yes	☐No	☐N/A	
2. Biological Material Inventory Included	☐Yes	☐No	☐N/A	
3. Equipment List Included	☐Yes	☐No	☐N/A	

Comments

_____
_____
_____

Closeout/ Cleanout Approval

Print Name: _____

Signature: _____
Department Head/ Chair

Date: _____

Print Name: _____

Signature: _____
Principal Investigator

Date: _____

Submit completed form to EH&S at ehs@fau.edu

APPENDIX II

Laboratory Closeout/Transfer Checklist

Laboratory Closeout/Transfer Checklist	
Building:	Room #:
Principal Investigator:	Department:
Other PIs using the lab:	
Person Completing Form:	Date:
Signature:	

Reason for Closeout:
- ☐ **Leaving FAU**
- ☐ **Relocation within FAU (Building/Room: _____)**
- ☐ **Renovations**
- ☐ **Other _____**

Item	Completed			Date Completed
LABORATORY SPACE(S)				
1. Has EH&S been notified of all PIs using the laboratory space?	☐ Yes	☐ No	☐ N/A	
2. Are research samples and other similar materials stored in the laboratory space?	☐ Yes	☐ No	☐ N/A	
3. Has a new approved storage location for the research samples been identified? Building: Room:	☐ Yes	☐ No	☐ N/A	
4. Will all research samples remaining in the space at the time of the clean out be disposed of?	☐ Yes	☐ No	☐ N/A	
ADMINISTRATIVE				
5. Terminate, reassign or modify all IBC Projects.	☐ Yes	☐ No	☐ N/A	
6. Terminate, reassign or modify all IRB Projects.	☐ Yes	☐ No	☐ N/A	
7. Terminate, reassign or modify all IACUC Projects.	☐ Yes	☐ No	☐ N/A	
8. Terminate, reassign or modify all registrations for use of Radioactivity with the Radiation Safety Officer	☐ Yes	☐ No	☐ N/A	
BIOLOGICAL SAFETY				
9. Properly dispose of all sharps waste	☐ Yes	☐ No	☐ N/A	
10. Remove and discard all absorbent pads	☐ Yes	☐ No	☐ N/A	
11. Disinfect the contents of aspiring flasks	☐ Yes	☐ No	☐ N/A	

Item	Completed			Date Completed
12. Disinfect all equipment used to store and handle infectious or potentially infectious material	☐ Yes	☐ No	☐ N/A	
13. Decontaminate and clean BSC.	☐ Yes	☐ No	☐ N/A	
14. Cover and seal with impervious material any contaminated part that cannot be disinfected.	☐ Yes	☐ No	☐ N/A	
15. Removed or deface all biohazard warning sticker on decontaminated equipment	☐ Yes	☐ No	☐ N/A	
16. Package and seal biological waste	☐ Yes	☐ No	☐ N/A	
17. Contact EH&S for a Biological Waste Pickup	☐ Yes	☐ No	☐ N/A	
RADIATION				
18. Contact the RSO to collect and reuse or recycle lead bricks, pigs, shielding, aprons and stock containers	☐ Yes	☐ No	☐ N/A	
19. Dispose of all radioactive solutions, samples and waste properly.	☐ Yes	☐ No	☐ N/A	
20. Clean all radioactive equipment and work areas.	☐ Yes	☐ No	☐ N/A	
21. Contact EH&S for a Radioactive Waste Pickup	☐ Yes	☐ No	☐ N/A	
22. Contact the RSO to schedule a survey	☐ Yes	☐ No	☐ N/A	
23. Contact the RSO to cancel all radiation badges and to return dosimeters.	☐ Yes	☐ No	☐ N/A	
LASERS				
24. Notify LSO of Laser (Class 3 or Class 4) transfer or removal.	☐ Yes	☐ No	☐ N/A	
CHEMICALS				
25. Contact EH&S for additional hazardous waste supplies (containers, labels etc.)	☐ Yes	☐ No	☐ N/A	
26. Chemicals meeting the *good condition requirements* offered to other PIs ?	☐ Yes	☐ No	☐ N/A	
27. Complete chemical inventory (SciShield ChemTracker) and physically segregate them by class and compatibility	☐ Yes	☐ NO	☐ N/A	

Item	Completed			Date Completed
28. Label all chemical and chemical waste containers with the chemical name (Abbreviations, chemical formulas or structures are NOT acceptable)	☐ Yes	☐ No	☐ N/A	
29. Dispose of peroxide- forming materials that are opened or are more than 6 months old.	☐ Yes	☐ No	☐ N/A	
30. Alert EH&S of leaking or compromised containers	☐ Yes	☐ No	☐ N/A	
31. Collect all hazardous waste	☐ Yes	☐ No	☐ N/A	
32. Dispose of all sharps (needles, syringes, blades, glass Pasteur pipettes, chemically contaminated broken glass	☐ Yes	☐ No	☐ N/A	
33. Clean and decontaminate all surfaces.	☐ Yes	☐ No	☐ N/A	
34. Remove regulators and replace caps on all compressed gas cylinders	☐ Yes	☐ No	☐ N/A	
35. Contact compress gas cylinder vendor to return all cylinders.	☐ Yes	☐ No	☐ N/A	
CONTROLLED SUBSTANCES				
36. Contact EH&S regarding the return, transfer, or proper disposal of any DEA substance or drugs	☐ Yes	☐ No	☐ N/A	
37. Contact EH&S arrange for pick-up of the narcotics cabinet and key boxes.	☐ Yes	☐ No	☐ N/A	
GENERAL				
38. Identify wanted equipment and move once emptied	☐ Yes	☐ No	☐ N/A	
39. Identify working equipment for surplus	☐ Yes	☐ No	☐ N/A	
40. Drain oil from vacuum pumps	☐ Yes	☐ No	☐ N/A	
41. Cleanout darkrooms and photo processing equipment with service vendor	☐ Yes	☐ No	☐ N/A	
42. Decontaminate chemical fume hoods with detergent.	☐ Yes	☐ No	☐ N/A	
43. Bag, or box all non-hazardous trash	☐ Yes	☐ No	☐ N/A	

Item	Completed			Date Completed
44. Remove all glassware, paper, general lab materials, other materials	☐ Yes	☐ No	☐ N/A	
45. Remove all door signs and placards	☐ Yes	☐ No	☐ N/A	
CLOSEOUT				
46. Lock lab doors	☐ Yes	☐ No	☐ N/A	
47. Contact the LSO for a final inspection.	☐ Yes	☐ No	☐ N/A	

This form requires signatures on the following page. Send the completed checklist to EH&S at ehs@fau.edu

Signatures:

Principal Investigator: _____ _____ _____
Printed Name **Electronic Signature** **Date**

Department Head: _____ _____ _____
Printed Name **Electronic Signature** **Date**

EH&S: _____ _____ _____
Printed Name **Electronic Signature** **Date**