


<b>Carnegie Mellon University</b> Environmental Health & Safety FIRE   LAB   WORK 	<b>Environmental Health and Safety</b> <b>Laboratory Closeout - Guideline</b>
<b>Date of Issuance:</b> September 2019	<b>Revision Date:</b> 4/4/2025
<b>Revision Number:</b> 2	<b>Prepared by:</b> EHS

## 1. Purpose:

This laboratory closeout guideline is intended to be a guide for decommissioning and closeout of research materials and equipment.

This does not apply to radioactive materials use laboratories. Please contact the Radiation Safety Officer (RSO) to initiate the proper closeout procedure.

## 2. Objective:

Vacated laboratories operating within the University must be left in a state suitable for new occupancy or renovation activities. The outgoing personnel and department are responsible for:

- Ensuring the equipment and benchtops in the lab are left in a clean and safe condition
- Movement of equipment from the lab space for relocation, repair and/or surplus
- Proper disposal of chemical, biological and waste materials and equipment

## 3. Responsibilities:

- Environmental Health and Safety Department is responsible for providing guidance for the laboratory close-out process. EHS provides the final clearance for laboratory spaces to the outgoing personnel and department upon completion of all necessary steps as outlined in this procedure.
- Principal Investigators (PI) are responsible for the safe operation of laboratory spaces and personnel. This responsibility includes completing all necessary steps for vacating a laboratory space, as outlined. Upon completion, the PI, or the Department Chair in the absence of the PI, certifies that all laboratory equipment and items that may pose a potential chemical, biological or other hazard to people or the environment have been removed, decontaminated and/or properly disposed as indicated below in the "Date Completed" column. Non-compliance with this laboratory closeout guideline can result in costs being transferred to the department or PI.
- In the absence of the PI, the Department Head or their designee, is responsible for the final transition of the laboratory and its closeout.

## 4. Lab close-out/moving Procedure:


- Notify EHS at least 30-days in advance of the pending move/closure
- Review the close-out items and complete the form below

- c. Send the signed and completed form to [EHS](#) for approval.

## 5. Revisions

Date	Documented Changes	Initials
1/28/2020		
1/28/2021	Updated Format and Accessibility Update	MAS
2/15/2024	Reviewed and no updates necessary	JJH
4/4/2025	Updated hyperlinks	MAS

If you have any questions, concerns or require assistance, [contact EHS](#).

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<b>Revision Number:</b> 3	<b>Prepared by:</b> EHS

**Principal Investigator:**

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**Department:**

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**Building and Laboratory Room Number:**

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**Relocation to (Building and laboratory Room number), if applicable:**

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**Verification of Closure/Move:**

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**Signature, Principal Investigator**

**Date**

	Date completed	Notes/ Comments	N/A	Initials
<b>CHEMICALS</b>				
All chemicals/containers have been properly labeled and all unknown chemicals have been identified.				
Chemical fume hoods have been emptied, cleared of debris and appropriately decontaminated. Contact EHS if assistance is needed.				
All unwanted chemicals are identified for disposal, tagged and a <a href="#">Hazardous Waste Pickup Request</a> has been submitted. NOTE: large chemical inventory disposals should be coordinated with <a href="#">EHS</a> via.				
All lab surfaces cleaned with soap and water.				
If moving or transferring chemicals, on or off-campus, contact EHS for assistance.				
Disposal of highly hazardous materials must be coordinated with EHS. For Example: temperature-sensitive, pyrophoric, acutely toxic, or highly corrosive.				
<b>CONTROLLED SUBSTANCES</b>				
All controlled substances are kept under lock and key at all times, as per registration requirements and are accessible only to authorized personnel.				
Arrangements have been made to keep all Controlled Substance records at least three (3) years.				
Contact EHS for disposal of Controlled Substances, a completed DEA Form 41 is required for destruction.				

	Date completed	Notes/ Comments	N/A	Initials
<b>GAS CYLINDERS</b>				
Gas cylinders are disconnected, valves are closed and the caps are secured on top. Return to Mellon Stores or the original supplier as applicable.				
All compressed gas cylinders have been returned to the supplier or appropriately relocated.				
For non-returnable, small lecture bottle cylinders, the contents are identified and a <a href="#">Hazardous Waste Pickup Request</a> has been submitted.				
<b>BIOHAZARDS: ANIMAL AND HUMAN TISSUES</b>				
Dispose of preserved human tissue. Human tissue in preservative can be left in specimen containers. If there are many specimen containers with the same preservative, the specimen containers should be placed into a wide mouth plastic container for hazardous waste pickup.				
Dispose of preserved animal tissue. Animal tissue in preservative can be left in specimen containers. If there are many specimen containers with the same preservative, the specimen containers should be placed into a wide mouth plastic container for hazardous waste pickup.				
Animal and human tissue that is not preserved must be placed in a biohazard bag and disposed of via <a href="#">Biological Waste</a> stream.				
All biological materials have been destroyed/transferred to another lab, or				

	Date completed	Notes/ Comments	N/A	Initials
relocated to a new lab space appropriately. Note that moving biological materials in a motor vehicle may require appropriate DOT containers and permits.				
Solid biological and infectious materials and contaminated supplies have been properly disposed.				
If cultures are being left behind in the lab, someone has to be responsible for them. Transfer responsibility of samples to: _____				
<b>BIOHAZARDS: MICRO-ORGANISMS AND CULTURES</b>				
All biohazard waste is treated prior to the final disposal.				
Liquid biohazard waste is autoclaved in vented containers on the liquid cycle of the autoclave. Once cool, it can be flushed down the sink.				
All laboratory surfaces are decontaminated with the appropriate disinfectant.				
After thorough surface decontamination is complete, all biohazard and carcinogen signage in the laboratory and on the laboratory door is removed or defaced.				
If cultures are being left behind in the laboratory, someone has to be responsible for them. Transfer responsibility of cultures to: _____ _____				
<b>RECYCLABLES</b>				

	Date completed	Notes/ Comments	N/A	Initials
Large quantities, overflows or confidential paper work should be discarded accordingly.				
<b>LABORATORY EQUIPMENT</b>				
Refrigerators/freezers cleaned and defrosted.				
For equipment that may be contaminated with radioactive material, it is decontaminated and warning stickers removed.				
For equipment that may be contaminated with chemicals or biological material, it is decontaminated and warning stickers removed or defaced.				
For equipment, including refrigerators, freezers, incubators, drying ovens, that may be contaminated with chemicals or biological material, it is decontaminated according to manufacturers' recommendations with an appropriate disinfectant and warning stickers removed or defaced.				
Incubators cleaned the in the event of bacterial or fungal contamination. Flasks and culture plates moved to a Biological Safety Cabinet. Shelves wiped down with 10% bleach followed by a thorough wipe down with disposable towels soaked in 70% ethanol.				
Water baths drained of all standing water, including water inside the jacket. Inside and outside surfaces disinfected using a fresh 10% bleach solution and any other appropriate disinfectant.				

	Date completed	Notes/ Comments	N/A	Initials
Biological Safety Cabinets decontaminated before be moved, discarded or being left in the lab for another user.				
Biological Safety Cabinets disinfected and all contents removed. The tissue culture vacuum flask disconnected and decontaminated with bleach added to a final concentration of 10% and allowing it to sit for 30 minutes before disposing down the drain. If accessible, under the work surface panels and front grille disinfected.				
If a biological safety cabinet is being moved, professional decontamination is required.				
All laboratory surfaces and drawers cleaned.				
<b>SURPLUS PROPERTY</b>				
All surplus lab equipment decontaminated, labeled appropriately and a request submitted for pickup.				
<b>SHARPS</b>				
All sharp items (glass, pipettes, syringes) disposed of or, if unused, transferred to another laboratory.				
A rigid, puncture-resistant container used for biohazard sharps.				
A plastic sharps container used for radioactive sharps.				
<b>GLASSWARE</b>				
A rigid, puncture-resistant container used for sharps that do not contain any of the hazards listed above.				
Lab supplies (Petri dishes, test tubes, glassware, unused sharps, etc.) may				

	Date completed	Notes/ Comments	N/A	Initials
remain in drawers if usable, properly stored and an agreement with the department and any outgoing/incoming laboratory personnel has been reached.				
For brown, empty bottles (non-broken), labels de-faced and discarded in glass waste container.				
<b>SHARED LABORATORIES AND STORAGE AREAS</b>				
Shared storage areas, such as refrigerators, freezers, cold rooms and flammable liquid				
cabinets carefully inspected. Old reagents, samples and inherited chemicals from past laboratory personnel are identified and moved or disposed of properly.				
Survey all shared areas to locate and appropriately dispose of hazardous materials.				
<b>LAB-CLOSEOUT COMMUNICATION</b>				
Send a copy of this completed and signed form to <a href="#">EHS</a> .				