

LABORATORY CLOSE OUT CHECKLIST

Building: _____

Room #: _____

Chemicals	Completed	EH&S use only
Evaluate all chemicals and label all containers		
Created a chemical inventory (Send copy to EH&S)		
Central storage location for chemicals		
Central storage location for hazardous waste		
Hazardous waste properly labeled		
Hazardous waste in appropriate container		
Clean laboratory surfaces		
Samples are properly labeled and stored appropriately		
Gas Cylinders		
Returned to supplier		
Stored appropriately		
Disposed of through Hazardous Waste Program		
Freezer		
Inventoried		
All chemicals labeled		
Defrosted		
All spill and residues cleaned up		
Doors and handles wiped down		
Glassware		
Cleaned		
Stored appropriately		
Disposed of broken glassware		
Equipment		
Shut off		
Decontaminated		
Stored appropriately		
Biological Materials		
Proper disposal of sharps		
Proper disposal of solid media		
Decontamination of liquid media		
Wiped down all surfaces with 10% bleach solution		
BSO (Biosafety Officer) Signature and date:		
Specimens		
Separated from formaldehyde solution		
Proper disposal of formaldehyde and specimens		
Radiation		
Disposal of radioactive waste		
Area and equipment has been surveyed		
RSO signature and date:		
General Laboratory Cleanup		
Removal of all hazardous residue		
Wash down of surfaces		
Keys turned in		

Principal Investigator: _____

Date _____

Department Head: _____

Date _____

Upon completion please fax to EH&S at 7-4444
 If you have any questions please contact the Hazardous Waste Manager at 7-2211.