University of CINCINNATI

LABORATORY CLOSE OUT CHECKLIST - BIOSAFETY OFFICE

BIOLOGICAL MATERIALS, SHARPS AND BIOHAZARDOUS WASTE	
☐	Assess your biohazardous or potentially biohazardous materials (recombinant nucleic acids, microorganisms, cell lines, tissues, organs, bodily fluids) and determine which materials will be moved to your new location, transferred to another investigator or disposed.
☐	If you have an Institutional Biosafety Committee (IBC) protocol, you must submit an amendment to: a) Update location. b) Transfer biohazardous materials to another PI. The new PI must have an IBC protocol for the same transferred agents or materials. If leaving UC, and not transferring protocol to another UC researcher, notify the Biosafety Office, so IBC protocol can be deactivated.
☐	If you are transferring biological materials off campus to another institution, it is imperative that proper Department of Transportation (DOT) / IATA shipping regulations are followed. You must have a current shipping training certification in order to package these items for shipment.
☐	If you have a large amount of biological material to dispose, contact the Environmental Health and Safety (EH&S) Office at 556-4968 and ask them to deliver biohazard waste bins to your lab for a clean out. When full or at the appropriate weight, contact EH&S for pick-up of the biohazard bins.
☐	Check in cold rooms, freezers, and refrigerators for biohazardous materials that could easily be forgotten. Old samples from former staff or inherited samples must be either discarded or marked for moving to the new location.
☐	Disposal of preserved specimens may require special handling since the preservative is usually a hazardous chemical. If the tissues/organs are small (mouse size organs) and not easily recognizable, the entire vial may be treated as chemical waste. However, larger organs must be separated from the liquid preservative and disposed into red bag waste and the liquid collected as chemical waste (see EH&S advisory 7.1.1).
☐ ☐	**Sharps:** Place all **metal sharps** (e.g. needles, razor blades, scalpels) into approved sharps containers. Be careful when cleaning out drawers where loose razor or scalpel blades might be located. Place all **non-metal sharps** (e.g. serological pipets, pipet tips, transfer pipets) into the appropriate leak and puncture proof containers (biohazard or non-biohazard). Ensure that there are no sharp materials (pipet tips) lying on the floor or in areas where equipment was located.
☐	Dispose of all solid media and supplies as red bag waste, if not transferred to the new laboratory.
☐	Decontaminate all work surfaces with 1-10% freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®).

	Equipment for use with biological materials
☐	**Refrigerators:** Refrigerators must be emptied of all contents and exterior surfaces (doors and handles) must be wiped down with 1-10% freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®) that is effective for the agents used in your research. Attach the completed **Disinfection Notice Form** (EH&S advisory 7.1.1) to the equipment. Freezer sections of refrigerator/freezers may be moved without removing contents of freezer as long as the contents will not shift or break during movement.
☐	**Freezers:** If you are moving within the institution, -80 freezers do not have to be emptied as long as contents will not shift during the move. Freezers must be locked and / or taped shut. Exterior surfaces of freezers (doors and handles) must be wiped down with 1-10% freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®). Attach the completed **Disinfection Notice Form** (EH&S advisory 7.1.1) to the freezer. Freezers are only to be moved in the morning so that temperatures can be monitored during the day in case of freezer failure.
☐	**Incubators and water baths:** must be drained of all standing water including water in water-jacketed incubators. Surfaces must be wiped with 1-10% freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®) and attach the completed **Disinfection Notice Form** (EH&S advisory 7.1.1) to the equipment.
☐	Equipment to be discarded must have all surfaces wiped down, inside and out with freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®) and the completed **Disinfection Notice Form** (EH&S advisory 7.1.1) attached to the equipment. It is not acceptable to leave any surface contaminated for equipment to be discarded. It is unacceptable to dispose of equipment in the trash.
☐ ☐ ☐	**Biological Safety Cabinets** (BSCs) a) Wipe down and remove all contents from the biological safety cabinet. b) Disinfect all accessible surfaces of the biological safety cabinet with 1-10% freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®). **Based on the risk assessment made by the Biosafety Office, BSCs may need to be decontaminated by a certified contractor prior relocation.** c) Re-certify any relocated biological safety cabinets before using in a new location.
☐	All biohazardous materials must be double packaged before transport within UC. The primary and the secondary containers must be leak proof. The secondary container must contain enough absorbent to absorb the entire contents of all the primary containers within. The outside of the secondary container must have the biohazard symbol and the name of the PI and the new laboratory room number. These packages cannot be moved by the movers.
☐	All work surfaces, door, drawer and cabinet handles in a BSL2 laboratory must be wiped down with 1-10% freshly prepared household bleach solution or another EPA listed tuberculocidal disinfectant (e.g. Sani-Cloths®) before vacating the lab.