

LABORATORY CLOSE OUT CHECKLIST – HAZARDOUS MATERIALS

GENERAL SAFETY	
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Personnel assigned to laboratory close out activities are trained and proficient in the recognition of hazards and the utilization of the necessary controls to ensure their safety. Individuals assigned this task will have completed at a minimum OSHA Hazard Communications and OSHA Bloodborne Pathogens training.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Appropriate PPE has been provided by the laboratory to the individuals assigned with laboratory close out activities. This includes at a minimum chemical resistant gloves, eye protection, lab coats and closed toe shoes.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Purchase sharps containers and broken glass boxes prior to lab close out.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Dispose of broken glass boxes, non-hazardous materials, and other trash according to the departmental procedures.

CHEMICAL MATERIALS	
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Chemical inventory is current.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Segregate chemicals by hazard class and based upon whether they will be disposed of or transferred to another research group.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Lab has current Safety Data Sheets for all chemicals.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	All chemicals targeted for disposal are properly identified and labeled (see Advisory 7.3 – Management of Chemical Wastes).
<input type="checkbox"/> YES <input type="checkbox"/> N/A	All lab benches and work surfaces are cleaned and decontaminated.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	All bench drawers and cabinets are emptied, and all contents are redistributed or disposed of prior to departing.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Interior and exterior of equipment has been cleaned with soap and water.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	<p>Gas Cylinders:</p> <input type="checkbox"/> All gas cylinders (including lecture bottles) are inventoried and labeled.
	<input type="checkbox"/> All gas cylinders are returned to the supplier/manufacturer or claimed by other staff at UC. Gas cylinders claimed by others must be properly labeled and transfer of possession must include a Material Safety Data Sheet.
	<input type="checkbox"/> All empty cylinders are disposed of.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	<p>Cryogenics:</p> <input type="checkbox"/> All cryogenics are labeled.
	<input type="checkbox"/> Ensure that cryogen tanks are empty and safely depressurized prior to disposal.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Controlled substances have been disposed of or transferred in accordance with current DEA or Ohio Board of Pharmacy requirements. If unexpected controlled substances are found or if you need any further assistance, contact integrity@uc.edu .

BIOLOGICAL MATERIALS

<input type="checkbox"/> YES <input type="checkbox"/> N/A	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.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	If you have an Institutional Biosafety Committee (IBC) protocol, you must submit an amendment to: <ol style="list-style-type: none"> 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 your IBC protocol can be deactivated.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	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.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	If you have a large amount of biological material to dispose of, contact the Environmental Health and Safety (EH&S) Office at 513-556-4968 and ask them to deliver biohazard waste bins to your lab for a clean out. When biohazard bins are full complete online disposal request forms to request a pickup.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	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.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	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).
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Sharps: <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Dispose of all solid media and supplies as "red bag" waste, if not transferred to the new laboratory.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	All work surfaces, door, drawers and cabinet handles in a BSL1 & 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.

<input type="checkbox"/> YES <input type="checkbox"/> N/A	<p>Equipment for use with biological materials</p> <p>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 Equipment Disinfection Notice Form (Appendix A of 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.</p> <p>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 Equipment Disinfection Notice Form (Appendix A of 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.</p> <p>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 Equipment Disinfection Notice Form (Appendix A of EH&S Advisory 7.1.1) to the equipment.</p> <p>Equipment to be discarded must have <u>all</u> 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 Equipment Disinfection Notice Form (Appendix A of 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. Arrangements must be made with UC Surplus Management to remove unwanted equipment.</p>
<input type="checkbox"/> YES <input type="checkbox"/> N/A	<p>Biological Safety Cabinets (BSCs)</p> <p><input type="checkbox"/> Wipe down and remove all contents from the biological safety cabinet.</p> <p><input type="checkbox"/> 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®). <u>Based on the risk assessment made by the Biosafety Office, BSCs may need to be decontaminated by a certified contractor prior to relocation.</u></p> <p><input type="checkbox"/> YES <input type="checkbox"/> N/A Re-certify any relocated biological safety cabinets before using it in a new location.</p>
<input type="checkbox"/> YES <input type="checkbox"/> N/A	<p>All biohazardous materials must be double packaged before transport within UC. The primary and 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.</p>

RADIOACTIVE MATERIALS

<input type="checkbox"/> YES <input type="checkbox"/> N/A	Laboratories that are radiation use labs must be decommissioned prior to the departure of the authorized users (AUs). Contact the Radiation Safety Office at 513-558-4110 for information concerning decommissioning procedures.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Consider transferring ownership of any survey meters. They can be transferred to another Authorized User or donated to the Radiation Safety Office.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Terminate any active RAM workers in Gamma 2 application.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Confirm there are no outstanding RAM orders and close out all associated POs in the Gamma 2 application.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Submit RAM transfer or RAM Waste Pickup requests for any RAM remaining in your possession.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Sealed and unsealed source inventories are free from RAM.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	<p>Ensure that the lab is in good order including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> cleared drawers, <input type="checkbox"/> cleared lab use benchtops, <input type="checkbox"/> RAM use or storage areas should have complete routine wipes and surveys of all RAM use areas performed by the AU or RW staff prior to contacting the Radiation Safety Office (513-558-4110) for decommissioning.
<input type="checkbox"/> YES <input type="checkbox"/> N/A	Print, complete, sign and submit a completed RS Form 24 to the Radiation Safety Office (contact the Radiation Safety Office).