

# Laboratory Closeout Procedure

## 1.0 Purpose, Applicability, and Scope

- 1.1 Purpose – To detail the procedure for properly decommissioning a lab that may result from
  - 1.1.1 Change in ownership
  - 1.1.2 Change in location
  - 1.1.3 Loss of faculty member through retirement, loss of funding or death
  - 1.1.4 Lab renovation
  - 1.1.5 Lab expansion
  - 1.1.6 Other
- 1.2 Applicability – This shall apply to all students, staff and faculty on the Knoxville campus of the University of Tennessee.
- 1.3 Scope - This shall apply to all research and teaching laboratories and academic shops on the Knoxville campus of the University of Tennessee.

## 2.0 Abbreviations, Acronyms, and Definitions

- 2.1 Abbreviations/Acronyms
  - 2.1.1 BSL – Biological Safety Level
  - 2.1.2 EHS – Environmental Health & Safety Department
  - 2.1.3 IACUC – Institutional Animal Care and Use Committee
  - 2.1.4 DEA – Drug Enforcement Administration
  - 2.1.5 DOT – Department of Transportation (regulates transport of hazardous materials on our roadways)
  - 2.1.6 PI – Principal Investigator
  - 2.1.7 STAR Team – Special Team to Assist Research (a division of Facilities Services)
- 2.2 Definitions
  - 2.2.1 Lab Closing – Lab is closing and/or everything being removed for renovation due to retirement, loss of funding, death, etc.
  - 2.2.2 Lab Securing – Lab space and contents are changing ownership due to retirement, loss of funding, death, etc.
  - 2.2.3 Lab Moving – Lab is relocating to another room, building, UT campus or other University
  - 2.2.4 Lab Expansion – Lab is acquiring new space and keeping the original space
  - 2.2.5 Facility Supervisor – The Director or Head of a Center, Department or Joint Institute

- 2.2.6 Hazardous Waste - Waste that is dangerous or potentially harmful to our health or the environment. Hazardous wastes can be liquids, solids, gases, or sludges. They can be discarded commercial products, like cleaning fluids or pesticides, or the by-products of manufacturing processes. Does not include biohazardous wastes or radioactive wastes.
- 2.2.7 Universal Waste - a category of **waste** materials designated as "hazardous **waste**", but containing materials that are very common. It is defined in 40 C.F.R. 273.9, by the United States Environmental Protection Agency but states may also have corollary regulations regarding these materials. Includes batteries, pesticides, mercury-containing equipment and bulbs (lamps).

### **3.0 Roles and Responsibilities**

- 3.1 Department Head/Facility Supervisor
  - 3.1.1 Shall assign a Responsible Person for each lab that is to be closed out, at least one month prior to lab closing.
  - 3.1.2 Shall ensure all applicable sections (appendices A, B, and C) are completed and sign each form upon completion
  - 3.1.3 Shall keep the completed and signed original Lab Closeout Checklist and/or Lab Move Checklist on file in the department personnel files for a minimum of 10 years and shall send an electronic copy of the forms to Facilities Manager (if applicable), the Associate Dean's office, EHS and the Office of Research
- 3.2 Responsible Person
  - 3.2.1 Shall be a person with capable skill and knowledge to carry out the required tasks as determined by the Department Head/Facility Supervisor, in most cases the occupant or PI
  - 3.2.2 Shall ensure that all required elements of the Closeout Procedure are fulfilled and sign the Lab Closeout Checklist upon completion
  - 3.2.3 Shall ensure that all required signatures are obtained
- 3.3 EHS
  - 3.3.1 Shall coordinate with a licensed contractor to remove and properly dispose of Hazardous Waste in accordance with state and federal regulations – EHS needs a four week lead time
  - 3.3.2 Shall coordinate with a licensed contractor to properly pack and move and hazardous chemicals in accordance with state and federal regulations in the event of a lab move – EHS needs a four week lead time
  - 3.3.3 Shall provide Lab Door Placards (upon completion of Lab Door Placard form by lab personnel)
  - 3.3.4 Shall keep an electronic copy of the completed and signed Lab Closeout Form for a minimum of 10 years
- 3.4 BioSafety Office
  - 3.4.1 Shall coordinate with the PI or designate to ensure that biological hazards are either destroyed, transferred (either internal or external to the

- University), or safely stored in accordance with federal, state, local, and/or institutional standards.
- 3.4.2 Shall perform an exit evaluation of the laboratory to verify that all affected working surfaces and equipment has been cleaned and surface disinfected as prescribed by the Biosafety Office.
- 3.4.3 Shall coordinate decontamination of equipment prior to moving if indicated by risk assessment.
- 3.4.4 Shall provide laboratory signage, labels, and other postings as appropriate.
- 3.4.5 Shall ensure that Institutional Biosafety Committee approvals are updated or refiled as applicable
- 3.5 Rad Safety Office
  - 3.5.1 Shall remove or move any radioactive material
  - 3.5.2 Survey potentially contaminated equipment
  - 3.5.3 Shall perform exit survey
- 3.6 Facilities Services
  - 3.6.1 Shall manage utilities as needed
  - 3.6.2 Shall move non-sensitive equipment and non-fixed furniture
- 3.7 IACUC
  - 3.7.1 An IACUC inspection may be required when a lab which uses vertebrate animals is expanding or moving to a new space
- 3.8 Outside Vendors
  - 3.8.1 Shall pack, ship and dispose of hazardous waste in compliance with state and federal regulations.
  - 3.8.2 Shall pack, ship and unpack of hazardous materials to a new location in the event of a lab move, in compliance with state and federal regulations
  - 3.8.3 Shall remove and/or transport compressed gas cylinders in compliance with state and federal regulations
  - 3.8.4 Shall pack, move and set up sensitive equipment in the event of a lab move
- 3.9 Office of Research
  - 3.9.1 Review the lab closeout/move for any impact an existing grant or contract
  - 3.9.2 Shall keep an electronic copy of the completed and signed Lab Closeout Form for a minimum of 10 years

#### **4.0 Procedure**

- 4.1 Notify EHS, BioSafety (if applicable), Rad Safety (if applicable) and Facilities Services at least four weeks prior to the lab closeout or move.
- 4.2 Wear personal protective equipment (PPE) appropriate for the materials being handled (e.g. safety glasses, lab coat, gloves, closed-toed shoes, etc.).
- 4.3 Complete the Laboratory Closeout Checklist, secure all required signatures, post a copy on the inside of the main lab door and file the signed original in the corresponding academic department.
- 4.4 If the lab is changing locations, complete the Laboratory Move Checklist, secure all required signatures and file in the corresponding academic department.

## **5.0 Recordkeeping**

- 5.1 A copy of the Laboratory Closeout Checklist shall be posted on the inside of the laboratory door to be removed by new occupant and the signed original shall be filed in the corresponding academic department files for 10 years.
- 5.2 The Laboratory Move In and Move Out Checklists shall be filed in the corresponding academic department files for 10 years.
- 5.3 Copies of all documents should be kept by the Facilities Manager (if applicable), the Associate Dean's office, EHS and the Office of Research for a minimum of 10 years.

## **6.0 Training and Information Requirements**

- 6.1 None

## **7.0 Attachments**

- 7.1 Appendix A – Laboratory Closeout Checklist
- 7.2 Appendix B – Laboratory Move Out Checklist
- 7.3 Appendix C – Laboratory Move In Checklist
- 7.4 Appendix D - Lab Closeout Procedures Map

## **8.0 Associated Standards**

- 8.1 None

# Appendix A

## Laboratory Closeout Checklist

Department: \_\_\_\_\_


Lab Location: Bldg. \_\_\_\_\_ Room(s) \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Department Head/  
 Facility Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Estimated Date for Moving Out of Lab: \_\_\_\_\_

Reason for Closeout:  Leaving UT  Moving within UT (see also Lab Move Checklist)  
 Retirement  Other or  Lab is expanding

1.  What biosafety Level applies?  none (skip to Q.2)  BSL-1  BSL-2

Responsible Person Responsibilities:	✓	N/A	Initials
Contact the Biosafety Office to evaluate biohazards to be moved or discarded	<input type="radio"/>	<input type="radio"/>	_____
Unwanted biological materials should be transferred to another investigator ( <i>requires Biosafety approval</i> ) or destroyed by an approved method (e.g. autoclaving) prior to disposal	<input type="radio"/>	<input type="radio"/>	_____
All biosafety cabinets (BSCs), clean benches, centrifuges, incubators, or other equipment used to process and store biological hazards should be surface cleaned and disinfected. Full gaseous decontamination of internal components of such equipment is generally not required, but may be necessary depending on risk assessment	<input type="radio"/>	<input type="radio"/>	_____
Notify the BioSafety Office of any equipment or areas that cannot be fully decontaminated	<input type="radio"/>	<input type="radio"/>	_____

2.  Were radioactive materials used in the lab?  Yes  No (skip to Q.3)

Responsible Person Responsibilities:	✓	N/A	Initials
--------------------------------------	---	-----	----------

Prepare radioactive waste for Radiation Safety to pick up. All waste containers should be labeled with radionuclide and activity.   \_\_\_\_\_

Contact Rad Safety for an exit decommissioning survey of the lab space   \_\_\_\_\_

Notify the Rad Safety Office if there are items/equipment that may be contaminated with radioactive materials   \_\_\_\_\_

**Radiation Safety Office Responsibilities:**

Remove/move any radioactive materials   \_\_\_\_\_

Survey all equipment that is labeled, or could possibly be contaminated   \_\_\_\_\_

Perform an exit decommissioning survey of the lab space, and remove radiation postings from doors   \_\_\_\_\_

**3. Were chemicals used in the lab? [ ] Yes [ ] No**

**Responsible Person Responsibilities:**  **N/A** **Initials**

Label all chemical containers with the proper chemical name. Abbreviations, chemical formulas or structures are not acceptable.   \_\_\_\_\_

Close all containers securely   \_\_\_\_\_

Empty all beakers, flasks, evaporating dishes, oil/water bathes into the proper container and dispose of appropriately (all hazardous materials must be disposed of as hazardous waste).   \_\_\_\_\_

Dispose of empty containers in the trash after removing all markings and writing "EMPTY" on the container. Triple rinse empty acid containers before disposal. Empty containers which held acutely toxic chemicals should be disposed of through EHS. Do not dispose of **any** chemicals in the trash or down the drain, regardless of hazard rating   \_\_\_\_\_

Check containers for expiration dates and signs of corrosion crystallization. Peroxide-forming materials should be disposed of if the container has been opened and is more than six months old, or if it has not been opened and is more than one year old. **Always dispose of by the expiration date listed by the supplier.**   \_\_\_\_\_

Dispose of old chemicals and lecture bottles to EHS at one of

the waste rooms located at either Walters (open from 1:00-2:00 every Wednesday) or the Science and Engineering Research Facility (SERF - open from 2:00-3:00 every Wednesday). If you have a large amount of chemicals to dispose of, contact EHS to coordinate a lab chemical cleanout at least 4 weeks before needed.

\_\_\_\_\_

Contact DEA to dispose of any controlled substances

\_\_\_\_\_

Clean and decontaminate all chemical cabinets, refrigerators, freezers and any other chemical storage areas, benchtops and equipment from any spilled chemicals. Remove all bench paper.

\_\_\_\_\_

Make sure that shared equipment and locations are included in the cleanout and are decontaminated from any radioactive, biohazardous or chemical contamination.

\_\_\_\_\_

Remove regulators, replace cylinder caps and return all compressed gas cylinders to the vendor (AirGas).

\_\_\_\_\_

Contact EHS for disposal of any compressed gas cylinders which are non-returnable

\_\_\_\_\_

Properly dispose of all sharps waste (Bio, Rad or Chemical)

\_\_\_\_\_

Notify EHS of any materials or procedures that could leave hazardous chemical residues (e.g., perchloric acid in a chemical fume hood) or areas that cannot be fully decontaminated (e.g., materials potentially containing asbestos; fume hoods; refrigerators used in the storage of highly toxic chemicals, etc.).

\_\_\_\_\_

**EHS Responsibilities:**

**N/A** **Initials**

Perform Exit Survey

\_\_\_\_\_

Dispose of all chemicals, lecture bottles, and other hazardous materials left remaining in lab

\_\_\_\_\_

Address any chemical residue hazards

\_\_\_\_\_

**4. All Labs:**

**Responsible Person Responsibilities:**

**N/A** **Initials**

Notify Facilities Services to bleed any stored electrical energy

from equipment (e.g., capacitors) bound for trash or surplus to the warehouse.   \_\_\_\_\_

Ensure all keys unique to closing lab have been turned in by all members of the research group   \_\_\_\_\_

**STAR Team:**  **N/A** **Initials**

Equipment disconnected from fixed facilities and utility connections in room made safe   \_\_\_\_\_

Bleed stored electrical energy from equipment   \_\_\_\_\_

**Department Head/Facility Supervisor:**  **N/A** **Initials**

Ensure the Responsible Person has completed the lab closeout to their satisfaction   \_\_\_\_\_

Approve release of final paycheck pending required signatures   \_\_\_\_\_

**5. Required Signatures:**

Responsible Person: \_\_\_\_\_ Date \_\_\_\_\_

Department Head/  
Facility Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

EHS Representative: \_\_\_\_\_ Date \_\_\_\_\_

Rad Safety Rep. (Rad Labs only): \_\_\_\_\_ Date \_\_\_\_\_

BioSafety Rep. (BSL-2 Labs only): \_\_\_\_\_ Date \_\_\_\_\_

STAR Team Representative: \_\_\_\_\_ Date \_\_\_\_\_

**This record shall be kept in the PI's (or responsible person's) permanent personnel file in their respective departmental office for a minimum of 10 years. Electronic copies shall be kept by the Office of Research and Environmental Health & Safety for a minimum of 10 years. A copy of the signature page shall be attached to the back of the laboratory door to be removed by the new occupant.**



# Appendix B

## Laboratory Move Out Checklist

Department: \_\_\_\_\_

Current Lab Location: Bldg. \_\_\_\_\_ Room(s) \_\_\_\_\_

Lab or Dept. Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

Principle Investigator: \_\_\_\_\_ Phone # \_\_\_\_\_

Scheduled Date for Moving out of Lab: \_\_\_\_\_

This checklist is provided to direct you in the requirements for a safe and efficient transfer of your hazardous chemicals, radioactive and biological materials, gas cylinders, and lab equipment to your new location.

A Laboratory Closeout Checklist must be completed along with this checklist. Please indicate whether the current lab is closing or expanding.

**All Labs:**

<b>Responsible Person Responsibilities:</b>	<b>✓</b>	<b>N/A</b>	<b>Initials</b>
Ensure that material to be moved or discarded is not stored in hallways or otherwise blocking fire exits or other emergency equipment such as safety showers.	<input type="radio"/>	<input type="radio"/>	_____
Discard or have repaired damaged electrical equipment (e.g. with frayed wiring) prior to moving.	<input type="radio"/>	<input type="radio"/>	_____
Contact surplus and fill out the surplus equipment decontamination form on any unwanted equipment from the lab that will not be included in the move. <a href="http://warehousing.utk.edu/">http://warehousing.utk.edu/</a>	<input type="radio"/>	<input type="radio"/>	_____
Leave old batteries and fluorescent lamps in a safe location in the lab for disposal as Universal Waste by Facilities Services.	<input type="radio"/>	<input type="radio"/>	_____
Return rented compressed gas cylinders and lecture bottles that are no			

longer needed to the vendor (Airgas). Be sure the caps are on the cylinders. *Do not* attempt to move any compressed gas cylinders or lecture bottles in personal or UT owned vehicles. Contact EHS for assistance in moving lecture bottles and specialty gases.

\_\_\_\_\_

Notify EHS if you have any of the following items to move (not being moved by a contractor or the manufacturer) as these may need special attention:

\_\_\_\_\_

Large Batteries, Power Supplies	Acid
Autoclaves, Ovens, Furnaces, Gloves, Incubators, Fume Hoods, Lab Bench Tops	Asbestos
Internal Cylinders, Ampoules, Canisters	Compressed Gases
Manometers, Thermometers, Barometers, Silent Switches	Mercury
High Voltage Systems, Power Supplies, Microscope Immersion Oils, Capacitors, Transformers, Hydraulic Fluid	PCBs
Degreasing Equipment	Solvents

**Facilities Services Responsibilities:**

N/A Initials

Utilities

\_\_\_\_\_

Move equipment/furniture

\_\_\_\_\_

**Chemical Packing and Transport:**

**Responsible Person Responsibilities:**

N/A Initials

Sort out unwanted chemicals prior to the move. Unopened and unexpired chemicals may be added to the Chemical Exchange Program. Contact EHS at 974-5084 for more information. Do not dispose of **any** chemicals in the trash or down the drain, regardless of hazard rating.

\_\_\_\_\_

Check containers and lids for damage and cracks. Replace any faulty caps or containers. Damaged containers cannot be transported. Do not move unknowns or leaky containers. Unknowns or leaky containers should be disposed of as hazardous waste (all containers must be spill-proof so please place any leaky containers in a secondary container).

\_\_\_\_\_

Thoroughly check all storage areas to ensure no chemicals are left behind. Abandoned and unknown chemical containers can be difficult, expensive and dangerous to dispose of properly.

\_\_\_\_\_

Check containers for expiration dates and signs of corrosion crystallization. Peroxide-forming materials should be disposed of and not moved to the new laboratory if the container has been opened and is more than six months old, or if it has not been opened and is more than one year old. **Always dispose of by the expiration date listed by the supplier.**

\_\_\_\_\_

Chemicals must be removed from freezers, refrigerators, cabinets, and other equipment prior to moving. Temperature sensitive items may be transported in coolers, or stored in other areas until they can be moved to the new location. Ensure refrigeration is available at new location before moving temperature sensitive chemicals/items.

\_\_\_\_\_

If temperature-sensitive chemicals are moved, a lab representative should be present during packing and unpacking to ensure these items remain at the correct temperature.

\_\_\_\_\_

Include mercury thermometers and other mercury-containing devices or equipment with hazardous materials to be shipped rather than moving these yourself.

\_\_\_\_\_

Contact DEA if applicable, before moving any controlled substances.

\_\_\_\_\_

Following the move, place unpacked chemicals in their designated locations (cabinets, etc.) within the laboratory.

\_\_\_\_\_

**Hazardous Waste Contractor Responsibilities:**

N/A Initials

Provide all of the materials required to pack the chemicals in accordance with DOT regulations.

\_\_\_\_\_

Package, transport and unpack the chemicals, place chemicals on lab benches. (Off-site transportation of hazardous chemicals must only be done by DOT licensed hazardous material carriers.)

\_\_\_\_\_

**Biological Material Moving Safety:**

**Principle Investigator Responsibilities:**

N/A Initials

Contact Biosafety Office to coordinate biological hazard packaging and movement

\_\_\_\_\_

Contact Biosafety Office if equipment is to be moved so that decontamination can be arranged (as deemed appropriate by risk assessment) and records can be updated.

\_\_\_\_\_

**Biosafety Office Responsibilities:**

N/A Initials

Ensure that biological hazards are properly contained for movement (in accordance with DOT regulations)   \_\_\_\_\_

Ensure that equipment has been cleaned and disinfected. Where equipment cannot be satisfactorily disinfected, the Biosafety Office will arrange for gaseous decontamination of equipment   \_\_\_\_\_

### Radioactive Material Moving Safety:

**Principle Investigator Responsibilities:**  **N/A** **Initials**

Contact Radiation Safety to coordinate the events involved with moving materials and equipment that have been used with radioactive materials.   \_\_\_\_\_

Contact Radiation Safety if any X-ray machine or device is to be moved in order to submit the necessary forms indicating the move and the new room location to the State of Tennessee within 10 days of the relocation (the University could potentially face monetary fines of \$30k).   \_\_\_\_\_

**Radiation Safety Office Responsibilities:**  **N/A** **Initials**

Assist with the packing and moving of any contaminated equipment that can't be cleaned.   \_\_\_\_\_

### Required Signatures:

Responsible Person: \_\_\_\_\_ Date \_\_\_\_\_

Department Head/  
Facility Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

EHS Representative: \_\_\_\_\_ Date \_\_\_\_\_

Rad Safety Rep. (Rad Labs only): \_\_\_\_\_ Date \_\_\_\_\_

BioSafety Rep. (BSL-2 Labs only): \_\_\_\_\_ Date \_\_\_\_\_

STAR Team Representative: \_\_\_\_\_ Date \_\_\_\_\_

# Appendix C

## Laboratory Move In Checklist

Department: \_\_\_\_\_

New Lab Location: Bldg. \_\_\_\_\_ Room(s) \_\_\_\_\_

Lab or Dept. Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

Principle Investigator: \_\_\_\_\_ Phone # \_\_\_\_\_

Scheduled Date for Moving into Lab: \_\_\_\_\_

**Responsible Person Responsibilities:** ✓ N/A Initials

**Chemical Labs:**

Store your chemicals using a good compatibility plan. ○ ○ \_\_\_\_\_

Only order chemicals you need. ○ ○ \_\_\_\_\_

Keep a chemical inventory of what you have in stock and update inventory once move is completed (change building and room number, remove chemicals that have been disposed of, add new chemicals ordered). ○ ○ \_\_\_\_\_

Contact the Environmental Health & Safety Office to test fume hood(s), evaluate safety eyewash/shower locations and fire safety requirements, to obtain relevant safety training and update door sign emergency contact information. ○ ○ \_\_\_\_\_

Properly secure all compressed gas cylinders. ○ ○ \_\_\_\_\_

Develop/update the Chemical Hygiene Plan for the new location  
[http://ehs.utk.edu/safety%20manual/Guides/LabSafetyManual2015\\_09\\_08.pdf](http://ehs.utk.edu/safety%20manual/Guides/LabSafetyManual2015_09_08.pdf). ○ ○ \_\_\_\_\_

Obtain safety training through EHS for everyone working in the new laboratory: <http://ehs.utk.edu/training/training.htm>. ○ ○ \_\_\_\_\_

Provide lab specific training (by the PI or lab manager) that is current and documented for everyone working in the new laboratory.   \_\_\_\_\_

Establish a chemical spill kit for the lab.   \_\_\_\_\_

Fill out new Door Placard forms and turn in to EHS:  
<http://ehs.utk.edu/LabDoorPlacards.html>. (EHS will install new door placards)   \_\_\_\_\_

**Biological Hazard Labs:**  **N/A** **Initials**

All BSCs used for manipulating infectious agents, primary human/animal tissues, plant pathogens under USDA restrictions, and/or biological toxins **must** be recertified per NSF 49 standard prior to reuse. The Biosafety Office strongly recommends, but does not necessarily require, recertification of other HEPA-filtered equipment (e.g. BSCs used only for “sterile field” applications, laminar clean benches, etc.) to ensure that the motor function, filter housing, and filters have not been damaged during the move. The new location of equipment and recertification records should be provided to the Biosafety Office/IBC so that existing records can be updated accordingly.   \_\_\_\_\_

Register recombinant DNA, infectious agents, human-derived materials, and/or acute biological toxins with the Institutional Biosafety Committee.   \_\_\_\_\_

Placard lab doors and label equipment used to process and/or store biohazards with a biohazard symbol.   \_\_\_\_\_

For biohazards: securely store (e.g. lockable freezer or lab door), thoroughly label, and contain to prevent drips, leaks, spills, etc.   \_\_\_\_\_

All lab personnel must receive and document site-specific and programmatic biosafety training as required by the Biosafety Office.   \_\_\_\_\_

Establish a Biosafety Manual for labs designated Biosafety Level-2.   \_\_\_\_\_

**Radioactive Material Labs:**  **N/A** **Initials**

Notify Radiation Safety of the new room location for any laser equipment.   \_\_\_\_\_

Contact Radiation Safety to walk through new lab area to establish storage areas for radioactive materials, security, rad fume hood testing, postings and labeling.   \_\_\_\_\_

**EHS Responsibilities:**  **N/A** **Initials**

Test face velocity of fume hood(s)   \_\_\_\_\_

Inspect eyewashes	<input type="radio"/>	<input type="radio"/>	_____
Inspect fire extinguishers	<input type="radio"/>	<input type="radio"/>	_____
Print and install new door placards	<input type="radio"/>	<input type="radio"/>	_____
Provide General Lab Safety, HazCom and Haz Waste Training	<input type="radio"/>	<input type="radio"/>	_____
<b>Radiation Safety Office Responsibilities:</b>	<input checked="" type="checkbox"/>	<b>N/A</b>	<b>Initials</b>
Provide Radiation Safety training	<input type="radio"/>	<input type="radio"/>	_____
Issue dosimeters where required	<input type="radio"/>	<input type="radio"/>	_____
<b>BioSafety Office Responsibilities:</b>	<input checked="" type="checkbox"/>	<b>N/A</b>	<b>Initials</b>
Provide BioSafety training	<input type="radio"/>	<input type="radio"/>	_____
Provide biosafety door placards/signage and biohazard labels	<input type="radio"/>	<input type="radio"/>	_____
Provide biosafety manual template	<input type="radio"/>	<input type="radio"/>	_____
<b>Facilities Services/STAR Team Responsibilities:</b>	<input checked="" type="checkbox"/>	<b>N/A</b>	<b>Initials</b>
Test safety showers	<input type="radio"/>	<input type="radio"/>	_____

**Required Signatures:**

Responsible Person: \_\_\_\_\_ Date \_\_\_\_\_

Department Head/  
Facility Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

EHS Representative: \_\_\_\_\_ Date \_\_\_\_\_

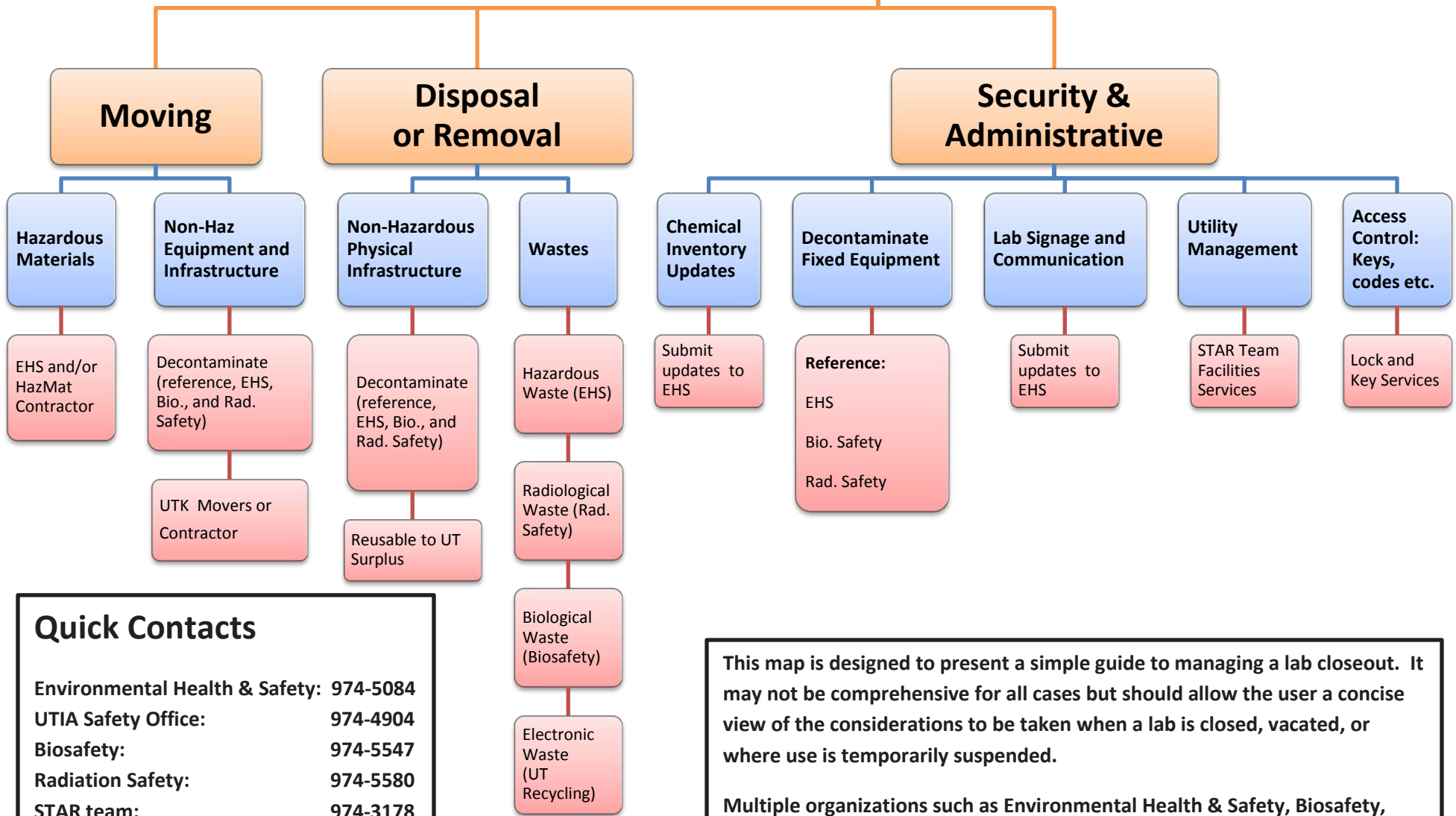
Rad Safety Rep. (Rad Labs only): \_\_\_\_\_ Date \_\_\_\_\_

BioSafety Rep. (BSL-2 Labs only): \_\_\_\_\_ Date \_\_\_\_\_

STAR Team Representative: \_\_\_\_\_ Date \_\_\_\_\_



# Appendix D: Lab Closeout Procedures Map



**Quick Contacts**

Environmental Health & Safety: 974-5084  
 UTIA Safety Office: 974-4904  
 Biosafety: 974-5547  
 Radiation Safety: 974-5580  
 STAR team: 974-3178  
 UT Warehousing (Surplus) : 974-7925  
 UT Recycling: 974-3480

This map is designed to present a simple guide to managing a lab closeout. It may not be comprehensive for all cases but should allow the user a concise view of the considerations to be taken when a lab is closed, vacated, or where use is temporarily suspended.

Multiple organizations such as Environmental Health & Safety, Biosafety, Radiation Safety, the UTIA Safety Office, and the STAR team with Facilities Services can assist to ensure a safe and effective transition.