

The Grainger College of Engineering

Office of Safety 303 Engineering Hall, MC-266 1308 W. Green St. Urbana, IL 61801

Close Out Checklist for Laboratories

Using this checklist will assist you in completing a research laboratory close out. Items in the list are organized in order of completion.

For close-outs less than 8 weeks out, contact DRS and GCoE Safety Office as soon as possible

If you have questions, concerns, or would like additional guidance email GCoE Safety Office

8 Weeks	Prior	to M	ove
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	Contact <u>Division of Animal Resources (DAR)</u> to coordinate arrangements for laboratory animals in the vivarium
	Contact DRS and communicate intent to close lab
	Schedule final survey of space by contacting Radiation Safety
	Initiate process to remove X-ray machines and accelerators by contacting Radiation Safety
	Initiate process to destroy no longer needed controlled substances
	Review <u>equipment disposal procedures</u> and submit appropriate documentation for applicable equipment.
4	Weeks Prior to Move
	Begin transfer/disposal of all hazardous materials no longer needed, including radioactive, biological, and chemical materials.
	Begin to decontaminate equipment/surfaces potentially exposed to hazardous materials that are no longer being used. Documentation of decontamination procedures for Lab Equipment will be required by F&S Please review the <u>Decommissioning SOP</u> and fill out the required forms.
	Initiate process to remove electronic/large equipment by contacting the F&S Service Office at 217-
	333-0340 to arrange pickup. NOTE: Never send requests to remove scrap or surplus equipment directly to Facilities and Services or to the property inspector; prior University Property Accounting and Reporting (UPAR) approval is always required.
	Contact vendor to return gas cylinders. If the cylinder was purchased, contact DRS for disposal
	Modify any recurring or placed purchase orders such as dry ice and cylinder deliveries
1	Week Prior to Move
	Finish removing all hazardous materials no longer needed from your lab, including radioactive, biological, and chemical wastes
W	eek of Move
	Ensure all equipment and surfaces potentially exposed to hazardous materials are decontaminated. Check that drawers, cabinets, shelves, work areas, and benchtops are free of debris and temporary hazard communication labels/stickers
	Broken glass boxes must be taped shut and signage placed for custodian disposal
A	dditional Resources

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

https://www.drs.illinois.edu/Page/SafetyLibrary/LaboratoryCloseOutProcedures