

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 Move

- Contact [Division of Animal Resources \(DAR\)](#) 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 [equipment disposal procedures](#) 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 [Decommissioning SOP](#) 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

Week 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

Additional Resources

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