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