UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

The Grainger College of Engineering
Office of Safety
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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 Move

- ☐ Contact Institutional Animal Care and Use Committee 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