

Laboratory Move/Closeout Checklist

Laboratory Information

Department: _____ Principal Investigator: _____

Building: _____ Room(s): _____

Date lab will be vacated: _____

Chemicals

Complete NA Initials

Identify all chemicals for disposal. Contact Research Safety to schedule pick-up of surplus chemicals.

Confirm that all hazardous waste and surplus chemicals have been removed.

Transfer remaining chemicals to:

Transferred chemicals must have the new PI's name.

Contact Research Safety for guidance on proper packaging, shipping, and waste disposal of chemicals.

Gas Cylinders

Complete NA Initials

Return cylinder(s) to supplier or University Services.

Submit a *Hazardous Waste Pickup Request* via Lumen for non-returnable bottles.

Controlled Substances

Complete NA Initials

Contact CCM or license holder to return unused controlled substances and containers.

Animal and Human Tissue

Complete NA Initials

Dispose of research animal carcasses according to CCM SOPs.

Contact Research Safety for guidance on tissue and specimen disposal.

Dispose of chemical preservatives by submitting a *Hazardous Waste Pickup Request* via Lumen.

Clean and decontaminate refrigerators/freezers.

Transfer remaining specimens/tissue to:

Microorganisms, Cultures, and rDNA

Complete NA Initials

Dispose of solid waste in a red biohazard disposal bin.

Dispose of treated biological liquid waste according to lab's approved bioregistration.

Contact Research Safety for removal of other biological material and waste.

For registered rDNA work, biological registration must be closed or updated for new location before the move. Email eibc@northwestern.edu to notify of lab closure.

Clean and disinfect benchtops, furniture, other surfaces, biological safety cabinets, glove boxes, storage cabinets, and other fixed equipment. Remove warning stickers.

Biological safety cabinets must be professionally decontaminated before they can be moved. Contact [Northwestern's preferred vendor](#).

Sharps

Complete NA Initials

Dispose of sharps in an appropriate sharps container (includes needles, syringes with or without needles, Pasteur pipettes, slides, and coverslips).

Keep radioactive, biologically, and chemically contaminated sharps separate.

Radioactive Materials Complete NA Initials

Contact Radiation Safety Officer for close-out procedures.

Confirm with Radiation Safety Officer that lab has completed close-out procedures.

Laser Equipment Complete NA Initials

Equipment is being transferred to another PI (name/location):

Equipment is being relocated outside the University (name/location):

The following equipment is being disposed of:

Shared Storage Areas Complete NA Initials

Check all shared areas for hazardous materials.

Lab Equipment and Supplies Complete NA Initials

Request disposal of any [unwanted lab equipment](#).

Submit an [eCycling request](#) for any unwanted computers, electronic equipment, and appliances.

Dispose of any unwanted glassware ([Chicago](#) or [Evanston](#)).

Lab Inspection Complete NA Initials

Voluntarily request an exit inspection by Research Safety.

Contact the assigned Lab Safety Specialist to inactivate Lumen profile.

Department Clearance

Principal Investigator's Agreement: I certify that my staff and I have adequately cleaned out and decontaminated the laboratories under my supervision.

Principal Investigator's Signature

Date

Department Head/Designee: I am aware of the status of the lab(s) being vacated, and I understand that I am responsible for the laboratory space and contents of the vacated lab(s).

Department Head/Designee Signature

Date

Save this completed form and send a copy to researchsafety@northwestern.edu or bring it to your Research Safety office.

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