

## Laboratory Relocation/Closure Checklist

Use this form to assist in managing your impending relocation or lab closure. Please note that some items are time sensitive and may require prior notification/scheduling 30 days or more in advance. Please coordinate with the assigned EHS and/or Rad Health Specialist to complete the final closeout inspection.

**NOTE:** Timely submission of this form and scheduling of the closeout inspection allows for appropriate update of records required by granting and regulatory agencies, and will permit continued use of materials such as radioisotopes without interruption.

Date:		Estimated move out date:	
<b>Current Laboratory Information</b>			
Bldg. #:		Bldg. Name:	
Room Number(s):		Group #:	
Responsible User (if applicable):			
College Affiliation:	<input type="checkbox"/> Science <input type="checkbox"/> Engineering <input type="checkbox"/> Health Sciences <input type="checkbox"/> Other: _____		
<b>Lab Manager/Point of Contact Information</b>			
Name:		Email:	
Phone:		Department:	
<b>Principal Investigator Information</b>			
Name:		Email:	
Phone:		Department:	
Reason for Closeout:	<input type="checkbox"/> Leaving University of Utah <input type="checkbox"/> Changing locations within the University of Utah <input type="checkbox"/> Discontinuing Radioactive Materials Use <input type="checkbox"/> Vacant space – Cleanout at request of department (requires Departmental Approval in writing) <input type="checkbox"/> Researcher/Department maintaining space but no longer used as active lab space <input type="checkbox"/> Other: _____		
Hazard Information	Check all that apply: <input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Biohazard Materials <input type="checkbox"/> Chemicals <input type="checkbox"/> Other: _____		
Equipment to be cleared: List the quantity and type of equipment to be cleared: Example: I have a biosafety cabinet and two refrigerators, which held radioactive and biohazardous samples.			

New Laboratory Information			
Check here if not applicable: <input type="checkbox"/>			
New Bldg #:		New Bldg Name:	
New Room Number(s):		New Phone #:	
Estimated Move-in Date:		Startup survey complete? (Rad users only)	<input type="checkbox"/> Yes

### Closeout Checklist/Clearance Requirements

Investigators vacating University of Utah facilities or relocating within the U of U system are responsible for leaving laboratories in a state suitable for re-occupancy or renovation. The following clearance checklist should be completed by lab personnel and each applicable item initialed upon completion by the individual completing the task. Upon completion of the checklist contact EHS, 801-581-6590, and Rad Health, 801-581-6141 (if applicable), to schedule a final walkthrough inspection.

**NOTE: Some items on the checklist require 30-60 days prior notification in order to schedule the necessary decontamination, etc. Please plan accordingly.**

	Clearance Item:	Completion Date/Initial:
<b>General</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All cabinets and shelves, including under sinks and fume hoods are empty.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All broken glassware, empty bottles, etc. have been properly disposed. Broken glass boxes are available from custodial staff in most buildings otherwise contact EHS. Empty bottles must have the label defaced and the lid removed and can then go into the regular trash.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Papers, books, personal items, etc. have been removed and/or properly disposed	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All surfaces in the lab (countertops, fume hoods, cabinets, drawers, etc.) have been properly cleaned using a non-reactive cleanser such as Alconox™. If biological materials were used in the lab, all affected areas will need a second cleaning using an anti-microbial appropriate for the organisms that have been used in the space.	
<b>Radioactive Materials</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All radioisotope disposition forms (RPR13C) are completed for all disposed Isotopes and submitted to Radiological Health Department. A written request to terminate the use permit by the Responsible User has been sent to the Radiation Safety Officer.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Transfer radioactive materials to another responsible user as desired. (Transfer of radioactive material between users is outlined in RPR13 "Isotope Acquisition & Disposition." The RSO must approve all transfers or shipments.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	A thorough survey of the <b>entire</b> lab space and <b>all</b> equipment has been conducted for radioactive contamination – include all areas, even those believed to be "clean". Both direct and wipe surveys must be completed. Clean any areas that indicated elevated levels of radiation and re-survey. Record the survey. If elevated levels are still present, notify your assigned Radiological Health Radiation Analyst (RA) of the location of the fixed contamination.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	RA has been contacted if you wish to surplus any equipment that has a radioactive source or generates radiation (i.e. liquid scintillation counters, X-ray machines, etc.) <b>Do not abandon equipment! Transfer it to the new location or send it to surplus once it is validated that it no longer has a radioactive source or documented as "clean".</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Unwanted radiation detecting equipment has been transferred appropriately to another user or to Surplus The RA has been informed of the destination of your equipment.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Personnel status (transfers to new RU, termination on employment, leaving the university, etc.) has been updated and forwarded to Radiological Health.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All dosimeters have been returned to Radiological Health and a RPR 1C "User Termination Checklist" has been completed for each person leaving the university.	
<b>Biological Materials</b>		

<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Biosafety Cabinets have been properly decontaminated (note: requires at least 30 day notice to schedule decon – contact EHS biosafety at 801-581-6590 or <a href="mailto:biosafety@ehs.utah.edu">biosafety@ehs.utah.edu</a> )	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All unwanted biological agents, biohazard containers, etc. have been inventoried, removed from the space, and properly disposed	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All biological agents that will be moved to the new location have been inventoried and properly prepared for the move. Provide the inventory to EHS Biosafety prior to the move. Contact EHS biosafety with questions at 801-581-6590 or <a href="mailto:biosafety@ehs.utah.edu">biosafety@ehs.utah.edu</a>	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Appropriate protocol amendments have been filed with the IBC indicating the new location information. If leaving the university please contact EHS biosafety (801-581-6590 or <a href="mailto:biosafety@ehs.utah.edu">biosafety@ehs.utah.edu</a> ) to coordinate termination of your IBC protocol.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Biohazard labels have been removed from all unwanted equipment, etc. that has been properly decontaminated.	
<b>Chemicals</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All chemical containers are properly labeled, inventoried, and prepared for transport to new lab, or for disposal (submit a disposal request via the Lab Mgmt. System (LMS) at <a href="http://ehs.utah.edu">ehs.utah.edu</a> –for large cleanouts call 801-581-5450). For chemical moving guidelines contact EHS.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Current chemical inventory for all chemicals moving to new location has been provided to EHS.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	EHS has been notified of any chemicals that require shipment to the new location. Note: ALL chemical shipping must go through EHS. For more information or to request a shipment see: <a href="https://ehs.utah.edu/research-safety/dangerous-goods">https://ehs.utah.edu/research-safety/dangerous-goods</a> Shipping of compressed gas cylinders must go through General Stores. For shipping of radioactive materials contact Rad Health.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Excess, unwanted equipment has been properly cleaned and sent to University Surplus and Salvage (801-581-7917 - <a href="http://fbs.admin.utah.edu/surplus/">http://fbs.admin.utah.edu/surplus/</a> ). Note: some equipment will require a clearance form from EHS before surplus will take the equipment – please contact EHS at 801-581-6590.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All compressed gas cylinders have been removed from the space. For moving or disposal of compressed gas cylinders contact University Stores at 801-581-8671	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Fume hood is empty and has been cleaned using a non-reactive cleaner such as Alconox™	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	DEA schedule drugs have been properly disposed of or notifications made to the appropriate entities indicating that they will be moved, etc. Note: DEA schedule controlled substances require special handling – contact the DEA for more information.	
<b>Other</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All materials, equipment, etc. in shared spaces (cold rooms, tissue culture spaces, microscope rooms, etc.) associated with the lab have been removed and moved to the new location or properly disposed.	
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Appropriate protocol amendments have been filed with the IACUC for any active protocols indicating the new location. If leaving the university contact the IACUC office (801-581-5950) to terminate any active protocols.	

Once all items on the checklist have been completed please contact the assigned EHS Specialist to schedule a final walkthrough of the space you are vacating by calling 801-581-6590.

### Closeout Declaration

Lab closeout complete on (enter date): \_\_\_\_\_

Signature of PI/Lab Manager/Responsible Party: \_\_\_\_\_

Signature of EHS Specialist completing final walkthrough inspection: \_\_\_\_\_

Signature of Radiological Health Radiation Analyst: \_\_\_\_\_

Signature of Space Planning Representative: \_\_\_\_\_