

Laboratory Relocation/Closure Guide

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 OEHS 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:	Click here to enter a date.	Estimated move out date:	Click here to enter a date.
Current Laboratory Information			
Bldg. No.:	Click here to enter Bldg #	Bldg. Name:	Click here to enter Bldg. Name
Room Number(s):	Click here to enter text.	Group #:	Click here to enter group #.
Responsible User (if applicable):	Click here to enter Responsible User Name		
College Affiliation:	<input type="checkbox"/> Science <input type="checkbox"/> Engineering <input type="checkbox"/> Health Sciences <input type="checkbox"/> Other: Click here to enter other College		
Lab Manager/Point of Contact Information			
Name:	Click here to enter name.	Email:	Click here to enter email address
Phone:	Click here to enter phone #	Department:	Click here to enter Department Name
Principal Investigator Information			
Name:	Click here to enter name.	Email:	Click here to enter email address
Phone:	Click here to enter phone #	Department:	Click here to enter Department Name
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 Info.	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.			
Click here to enter text.			

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

Closeout /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 closeout actions should be completed by lab personnel and each applicable item initialed upon completion by the individual completing the task. Upon completion of the closeout actions contact OEHS, 801-581-6590, and Rad Health, 801-581-6141 (if applicable), to schedule a final walkthrough inspection.

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

	Clearance Item:	Completion Date/Initial:
General		
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	All cabinets and shelves, including under sinks and fume hoods are empty.	Click here to enter a date.
<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.	Click here to enter a date.
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Papers, books, personal items, etc. have been removed and/or properly disposed	Click here to enter a date.
<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.	Click here to enter a date.
Radioactive Materials		
<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.	Click here to enter a date.
<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.	Click here to enter a date.
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	A thorough survey of the entire lab space and all 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.	Click here to enter a date.
<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.) 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".	Click here to enter a date.
<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.	Click here to enter a date.
<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.	Click here to enter a date.
<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.	Click here to enter a date.

Biological Materials

<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 biosafety@ehs.utah.edu)	Click here to enter a date.
<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	Click here to enter a date.
<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 biosafety@ehs.utah.edu	Click here to enter a date.
<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 biosafety@ehs.utah.edu) to coordinate termination of your IBC protocol.	Click here to enter a date.
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Biohazard labels have been removed from all unwanted equipment, etc. that has been properly decontaminated.	Click here to enter a date.

Chemicals

<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 oehs.utah.edu – for large cleanouts call 801-581-5450). For chemical moving guidelines contact OEHS.	Click here to enter a date.
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Current chemical inventory for all chemicals moving to new location has been provided to OEHS.	Click here to enter a date.
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	OEHS has been notified of any chemicals that require shipment to the new location. Note: ALL chemical shipping must go through OEHS. For more information or to request a shipment see: https://oehs.utah.edu/resource-center/forms/dangerous-goods-shipping-request Shipping of compressed gas cylinders must go through General Stores. For shipping of radioactive materials contact Rad Health.	Click here to enter a date.
<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 - http://fbs.admin.utah.edu/surplus/). Note: some equipment will require a clearance form from OEHS before surplus will take the equipment – please contact OEHS at 801-581-6590.	Click here to enter a date.
<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	Click here to enter a date.
<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™	Click here to enter a date.
<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.	Click here to enter a date.

Other

<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.	Click here to enter a date.
<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.	Click here to enter a date.

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

Closeout Declaration

Lab closeout complete on [Click here to enter a date.](#)

Signature of PI/Lab Manager/Responsible Party: _____

Signature of OEHS Specialist completing final walkthrough inspection: _____

Signature of Radiological Health Radiation Analyst: _____

Signature of Space Planning Representative _____