

## Laboratory Closeout Notice

Complete this closeout notice as soon as a move is indicated (preferably 3-4 months) and no less than 30 days prior to departure. Send the completed form and additional attachments if needed to the **Laboratory Compliance Manager at GHC-Apt.** Once the notice is received, an EH&S representative will contact the laboratory with instructions for proper closeout.

**P.I.:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Building:** \_\_\_\_\_ **Room(s):** \_\_\_\_\_

**Lab Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Department Safety Contact:** \_\_\_\_\_

*Please check one of the following:*

**Permanent Lab Closeout**

**Laboratory Relocation**

**Anticipated Date of Departure:** \_\_\_\_\_

**Note:** If this closeout is for a lab that will be relocating to a new location on the Oakland University campus, please contact EH&S for instructions on relocating laboratories.

### Hazardous Material Inventory

List the laboratory's hazardous materials while segregating by the categories below. A brief description of each material (i.e., quantity) will be helpful when preparing site-specific instructions for closeout.

#### Biological Materials:

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#### Radioactive Materials:

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**Chemicals:** List all extremely hazardous chemicals which may require special handling and indicate the destination of the material (i.e. for disposal by EH&S or to relocate). A copy of the laboratory's LCI with notations can be attached to help expedite the process.

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1. What biosafety level applies to the lab?  None/Unknown  Level 1  Level 2  Level 3

2. Were radioactive materials used in the lab?  Yes  No

If yes:

- All radioactive materials and waste must be removed by the lab personnel or submitted to OU Radiation Safety Office (RSO) for disposal.
- Large equipment that will be moved by the movers that are labeled with "Caution Radioactive Material" stickers must be emptied by lab personnel and surveyed for contamination by the RSO before the movers will move the equipment. Contact the RSO at 4196 to arrange the surveys.
- If moving within Oakland, make sure your new rooms are posted by the RSO prior to moving any radioactive materials into the area. You must submit an addendum to your current Radiation Safety Application identifying your new radiation use areas.

3. Will freezers and/or refrigerators containing biological materials be moved by movers?  Yes  No

If yes:

- Potentially infectious materials (including all human or non-human primate material, including cell lines) must either: 1) be removed from these items and moved appropriately by laboratory staff, or 2) be packaged within a freezer/refrigerator in a containment system (as approved by OU).

4. Will biological safety cabinets (also called laminar flow tissue culture hoods) be moved?  Yes

No If yes:

- The Biosafety Officer (BSO) must be contacted to determine whether the risk of release of potentially harmful materials exists before they are moved. The BSO will determine whether or not the BSC must be decontaminated by an accredited field certifier PRIOR to the move.
- BSCs must be recertified AFTER the move and PRIOR to any use in their new setting.

5. Were chemicals used in the lab?  Yes  No

If yes:

- All chemicals and chemical wastes must be removed by the lab personnel or submitted to EH&S for Hazardous Waste Disposal Pickup.
- The movers will not move your chemicals. Make sure that you have the necessary equipment (including packing materials and carts) to safely transport your chemicals in accordance with the "Moving Hazardous Chemicals to Another Lab" fact sheet (OU Laboratory Safety website). Contact EH&S for assistance.

By signing below, I understand that the lab(s) listed above must be emptied of **ALL** chemicals, including chemical wastes, radioactive materials, radioactive wastes, biological materials and/or wastes, sharps, and sharps containers through the appropriate procedures prior to vacating the lab(s).

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*Signature, Principal Investigator*

*Date*

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*Signature, Department Administrator*

*Date*