



Laboratory Close-out Checklist

Hazardous Material/Procedure

**Date Completed or
N/A**

Shared Storage Areas

Hazardous materials removed from all shared storage areas.
Clean/decontaminate laboratory surfaces, insides of cabinets, and drawers.

Remove materials from and clean/decontaminate refrigerators/freezers.

Clean/decontaminate incubators, ovens, centrifuges and all other equipment

Chemicals

Evaluate all chemicals and label all containers.

Offer useable materials for redistribution

Submit chemical waste for removal by DEHS's Hazardous Waste division.

Confirm that hazardous waste has been removed.

Transfer responsibility for remaining chemicals to:

Controlled Substances

Submit a completed Controlled Substance Disposal Form to the DEHS's chemical waste division.

Contact U.S. Drug Enforcement Agency regarding permit status.

Gas Cylinders

Return to supplier. For non-returnable cylinders contact hazwaste@umn.edu for guidance.



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N/A**

Animal and Human Tissue

Dispose of animal tissue. Method: _____
Dispose of preservative. Method: _____
Human tissue has been sent to the Bequest Program.
Transfer responsibility for remaining samples to: _____

Microorganisms/Cultures Recombinant DNA

IBC protocol has been amended.
Dispose of biohazardous waste appropriately.
Decontaminate equipment used for biohazardous work
Professionally decontaminate Biosafety cabinets

Toxins of Biological Origin

Method of disposal: ____
Transfer responsibility for remaining samples to: _____

Radioactive Materials

Package all radioactive materials for [disposal and arrange pickup](#).
Transfer responsibility of remaining stockvials to [check with DEHS's radiation protection division (RPD) first]:
Perform contamination survey, and resurvey, if necessary.
Schedule closeout survey by RPD. Date of survey: _____

Mixed Hazards

Identify and dispose of mixed hazards appropriately. Call DEHS with questions.



Department Sign-off

By signing, I verify that I have checked all spaces in the facility space mentioned above. It has been found clear of all equipment, supplies and hazards and everything has been cleaned according to the outlined guidelines

Researcher Signature

DSO

Department Administrator or Department Head
