



The Howard University

Closeout Checklist for Laboratories

Please check refrigerators, freezers, fume hoods, bio safety cabinets, bench tops, storage cabinets, and closet spaces for hazardous materials.

Jan-May June July Aug-Dec **Permanent**

Facility: _____ Room #: _____ Date Completed or N/A _____

Requested exit inspection by EH&S

Chemicals (Solids, Liquids, Gases)

- Labeled chemical containers with contents (full chemical name(s)). _____
- Closed all containers securely to prevent leaks or spills. _____
- Segregated incompatible materials. _____
- Stored flammable liquid containers greater than 10 gallons in designated storage cabinets. _____
- Identified usable chemicals and transferred responsibility to a HU faculty or staff member.
Name and number: _____
- Identified, labeled, and properly stored hazardous waste. (Contact EH&S to make arrangements for proper disposal). _____
- Identified contents and labeled compressed gas cylinder(s). _____
- Removed pressure regulators on cylinders and screwed the cylinder caps into place. _____
- Stored cylinders returned to manufacturer in a designated cylinder storage area, secured and in an upright position. _____
- Arranged to have cylinders returned to the supplier. _____
- Principal Investigators who possess a DEA License:
 - Notified the District of Columbia and the Federal office of departure from the University and terminated license. _____
 - Contacted EH&S to ensure proper disposal of schedule drugs. _____

Biological Materials

- Animal and Human Tissue
 - All animal and human tissues have been placed in a biohazard bag or box for incineration. _____
 - Refrigerators and freezers have been emptied and cleaned. _____
 - Transferred responsibility: (Name) _____
location _____
- Microorganisms, Cultures, and Recombinant, DNA
 - All infectious and/or recombinant material placed in biohazard bag and steam sterilized _____
 - Incubators, ovens, refrigerators, and freezers have been emptied and cleaned. _____
 - Disinfected all workbenches, instrumentation, and other lab material that may have been contaminated during research. _____
 - Transferred responsibility to: (Name): _____
(Location): _____

- Removed all Biohazard signs from cleaned equipment and laboratory door (after confirming with Biosafety Officer)
- Submitted a biological material inventory to EH&S identifying organisms that have been destroyed or transferred.
- Transporting Biological Materials
 - Consulted Biosafety Officer regarding Department of Transportation regulations and proper shipping containers.

Radioactive Materials

- Packaged all materials in approved and labeled waste containers.
- Completed radioactive waste cards and attached to containers.
- Contacted the Radiation Safety Officer (RSO) to request removal of radioactive waste.
- Performed contamination survey, decontaminated and re-surveyed if necessary
- Scheduled closeout survey with the RSO; arranged for a responsible person to be present during survey
- Removed all inventory sheets to the RSO
- Removed all radiation signs, stickers, posting, etc.
- Transferred inventory to: _____
- Checked all shared areas for radioactive materials/waste

Equipment, Lab, Furniture, General Safety/Security

- Contacted EH&S for information regarding contaminated equipment
- Cleaned or decontaminated equipment or furniture to be left in lab, including fume hoods
- Labeled nonworking equipment with operational deficiency
- Checked all shared areas for hazardous materials/waste
- Returned keys to department chair/dean
- Returned computers, peripherals, software, data disks to department chair/dean

Principal Investigator

I certify that my staff and I have cleaned and decontaminated the laboratories under my supervision.

Principal Investigator's name _____ Date _____
 (Signature) _____

Department Chair/Dean

I am aware of the status of the lab(s) being vacated

Department Chair/Dean name _____ Date _____
 (Signature) _____

EH&S

The lab(s) have been inspected and safety/environmental issues have been addressed.

Signature _____ Date _____

***Please return completed form to the Environmental Health & Safety**