



NOTICE OF LABORATORY MOVEOUT

If you are partially or completely vacating your laboratory for remodeling, relocation or closure, you must leave it clean and safe for Facilities Services staff or the next occupants. Follow all applicable instructions in this form and check off tasks as completed (Yes) or not applicable (N/A). The Principal Investigator or laboratory Chemical Hygiene Officer must sign the form to verify that all instructions were followed. A copy must be posted inside the door near one or more exits of your laboratory for Facilities Services or the next occupants. Your department may have additional requirements for relocation and closure; check with your administrator. See also Laboratory Safety Manual Section 10 – Moving In/Moving Out and Appendix F – Checklist for Laboratory Moveouts.

CHEMICAL SAFETY

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Arrange for disposal of all hazardous waste and unwanted chemicals. (Attach a completed UW Hazardous Waste Label to any waste not in its original manufacturer's container, and complete and send a Chemical Collection Request form (UoW 1470) at least one month before you vacate.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Properly manage unwanted gas cylinders. (Contact University Stores to arrange for pickup, or return gas cylinders to the vendor from whom you are leasing them. If you cannot do either, email chmwaste@u.washington.edu for assistance.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure that fume hoods, cabinets, drawers and other enclosures are free of hazardous materials, decontaminated and washed out with soap and water. |
| <input type="checkbox"/> | <input type="checkbox"/> | Decontaminate all work surfaces in the laboratory with detergent, water and any other solvents or soaps that are needed to completely clean all chemical residues. |
| <input type="checkbox"/> | <input type="checkbox"/> | If your laboratory is closing down permanently, give to your departmental administrator your copy of the Laboratory Safety Manual, a printout of your chemical inventory and your training records. |
| <input type="checkbox"/> | <input type="checkbox"/> | If your laboratory is relocating or shutting down permanently, email mychem@u.washington.edu with your contact information to change your inventory location or eliminate your chemical inventory on MyChem. |

For questions or assistance call the EH&S Environmental Programs Office at 206-616-5835.

BIOLOGICAL SAFETY

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | If your laboratory is relocating or shutting down, contact the Research and Biological Safety Office (206-221-7770) to update your RPHA and/or laboratory spaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | Autoclave and dispose of biological waste in appropriate containers (sharps containers, biohazard bags). |
| <input type="checkbox"/> | <input type="checkbox"/> | Decontaminate all contaminated equipment and work surfaces with a 1:10 bleach solution. Attach the Notice of Laboratory Equipment Decontamination Form http://www.ehs.washington.edu/forms/fso/lab equip.pdf to the equipment after equipment has been decontaminated. |
| <input type="checkbox"/> | <input type="checkbox"/> | If you intend to relocate a biological safety cabinet, complete and submit a "Request to Purchase or Relocate a Biological Safety Cabinet" at http://www.ehs.washington.edu/forms/rbs/bsc_cabinets.doc . |
| <input type="checkbox"/> | <input type="checkbox"/> | If applicable, submit written plans for the decommissioning of a Biosafety Level 3 (BSL-3) area to the EH&S Research & Biological Safety Office Manager (Box 357165). |

For question or assistance call EH&S Research & Biological Safety Office at 206-221-7770.

RADIATION SAFETY

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Notify the EH&S Radiation Safety Office in writing as soon as the intent to vacate is known. Mail correspondence to EH&S Radiation Safety, Box 354400 or email radsaf@u.washington.edu . Inform Radiation Safety of your new laboratory location if known. |
| <input type="checkbox"/> | <input type="checkbox"/> | Discuss arrangements with Radiation Safety to assure removal of all radioactive waste and to coordinate relocation or transfer of ownership for remaining radioactive materials (206-543-0463). |

RADIATION SAFETY continued

Yes N/A

- Survey the laboratory with appropriate instrumentation and decontaminate any contaminated areas.
- Leave in place signs, stickers, or postings related to radiation safety.
- Call Radiation Safety at 206-543-0463 to schedule a final closeout survey after material removal and decontamination.

If the Principal Investigator is leaving the University of Washington, these additional steps must be followed:

Yes N/A

- Usage records, including Survey Records, must be updated, finalized and submitted to Radiation Safety.
- Waste disposal records must be finalized and turned in to the Radiation Safety Office.
- All radioactive material waste containers must be picked up by Radiation Safety.
- Personnel dosimeters must be returned to Radiation Safety.
- Termination bioassays must be performed if necessary.

For questions or assistance call the EH&S Radiation Safety Office at 206-543-0463.**GENERAL SAFETY**

Yes N/A

- Package lab glass in a heavy-duty cardboard box, label "lab glass" and with name of PI, tape shut and place next to your trash for collection by Custodial Services.
- Collect sharps in the special red polypropylene container (from University Stores), autoclave if needed, and then place out for collection.
- Remove your items from shared areas.
- Contact Custodial Services to wash the laboratory floors after you have surveyed the floors and cleaned up any chemical spills or residues properly.
- The laboratory is completely empty and clean.
- Notify your Building Coordinator that you are vacating your laboratory.

VERIFICATION

The Principal Investigator or Laboratory Manager/Chemical Hygiene Officer must sign below to verify that all applicable instructions were followed. Include your new contact information. ***Post a copy of this form inside the door near one or more exits of the laboratory.***

PI/CHO Name

Room Number(s)

Email

New Phone

PI/CHO Signature _____

Date _____