



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 (PI) or Laboratory Manager 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

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.)

Properly manage unwanted gas cylinders. Contact your vendor to return gas cylinders you are leasing. If you cannot do this, email chmwaste@uw.edu for assistance.

Ensure that fume hoods, cabinets, drawers and other enclosures are free of hazardous materials. Clean with soap and water.

Clean all work surfaces in the laboratory with detergent, water and any other solvents or soaps that are needed to completely clean all chemical residues.

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.

If your laboratory is relocating or shutting down permanently, email mychem@uw.edu with your contact information to change your inventory location or eliminate your chemical inventory on MyChem.

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

BIOLOGICAL SAFETY

Yes N/A

If your laboratory is relocating or shutting down, contact Research and Occupational Safety (206-221-7770) to update your Biological Use Authorization and/or laboratory spaces.

Autoclave and dispose of biohazardous waste in appropriate containers (e.g. sharps containers, biohazard bags).

Decontaminate all contaminated equipment and work surfaces with a 1:10 bleach solution. Attach the Notice of Laboratory Equipment Decontamination Form to the equipment after equipment has been decontaminated.

If you intend to relocate or surplus a biological safety cabinet (BSC), call EH&S at 206-543-0469 to request paraformaldehyde decontamination services with two weeks advance notice. Surface decontamination must be completed first. Complete and submit Request to Purchase or Relocate a Biosafety Cabinet Form.

If applicable, submit written plan for decommissioning of a Biosafety Level 3 (BSL-3) area to the Assistant Director of EH&S Research and Occupational Safety (Box 357165).

For questions or assistance call EH&S Research & Occupational Safety at 206-221-7770.

RADIATION SAFETY

Yes N/A

Notify EH&S Radiation Safety in writing as soon as the intent to vacate is known. Mail correspondence to EH&S Radiation Safety, Box 354400 or email radsaf@uw.edu. Inform Radiation Safety of your new laboratory location if known.

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 EH&S Radiation Safety at 206-543-0463.

GENERAL SAFETY

Yes N/A

Package non-hazardous lab glass and plastic waste in a sturdy cardboard box, seal with "Laboratory Glass" tape or label as such, and label with PI name. Place alongside your regular waste container for collection.

Collect sharps waste in red plastic sharps container marked with the biohazard symbol. All sharps containers must be decontaminated prior to disposal.

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 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.***

Name	Title	Room Number(s)
Email	New Phone	
Signature _____		Date _____