



Laboratory Exit Checklist

General			
Building		Room(s) #	
Principal Investigator		Email	
Please complete the section on the right if any students or employees will continue to work in this space after PI departure. Make sure that a supervisor is designated to assume the safety responsibilities until the lab is fully decommissioned or re-assigned to a new PI. Please provide the new supervisor's name for safety plan update.	Supervisor's Name		
	Office Phone Number		
	Emergency Phone Number		

Equipment/Space		Yes	No	N/A	Actions Taken/When
1	All equipment that may contain any hazardous material (bio, rad, chem) or have any potential contamination/been exposed to hazardous material are cleaned/disinfected/decontaminated and posted before move or disposal.				
2	All equipment that is to be submitted to Surplus that may contain any hazardous material (bio, rad, chem) or have any potential contamination / been exposed to hazardous material are cleaned and posted with an EHS Equipment Safety Clearance Form (Appendix C in Laboratory Safety Manual) for maintenance or surplus.				
3	All hard-wired equipment has been disconnected (by a qualified person) and power source disabled.				
4	All Lasers have been cleaned & EHS notified of disposal.				
5	All glassware has been cleaned and disinfected/ transferred/disposed of.				
6	All work surfaces, including, lab benches/drawers/ cabinets/sinks have been cleaned and are free of spilled materials or contamination.				
7	All fume hoods are empty and cleaned or decontaminated if needed.				
8	All biosafety cabinets are empty and decontaminated.				

9	All refrigerators/freezers/cold rooms have been emptied and cleaned/disinfected.				
10	All shared spaces have been emptied and cleaned.				
11	All safety cabinets (flammable, corrosive, etc.) have been emptied and cleaned.				
12	All hazardous materials have been transferred or disposed of appropriately.				
13	All non-hazardous waste (broken glass boxes, sharps containers, trash, etc.) disposed of properly.				
14	All bench paper / signs / artwork have been removed and disposed of.				
15	All safety signage (bio, rad, or chemical) on equipment has been removed or defaced after decontamination.				
16	All unwanted books, papers, notebooks, trash, etc. have been recycled or removed.				
17	Lab-specific fire suppression systems have been decommissioned (Building Maintenance and Operation).				

Chemical		Yes	No	N/A	Actions Taken/When
1	All chemicals have been removed from cabinets, shelving, fume hood/all shared areas and discarded or transferred.				
2	All chemicals being transferred to other departmental researchers have been properly packaged and removed from the space.				
3	All chemicals being transferred to another location, on campus or off campus have been properly packed by a certified vendor for transport.				
4	All empty containers have been triple rinsed and disposed of appropriately.				
5	All unwanted hazardous materials have been removed (Hazardous Waste Pickup Request).				
6	All gas cylinders have been returned to vendor.				
7	All equipment that contained or is suspected of containing mercury has been identified and submitted for disposal (Hazardous Waste Pickup Request).				

Biological		Yes	No	N/A	Actions Taken/When
1	All biological waste has been disposed of correctly (chemical treatment or autoclave).				
2	All work surfaces, floors and equipment have been cleaned with appropriate disinfectant(s).				
3	All biological materials have been transferred/discharged as biological waste				
4	All select agents have been inactivated appropriately & disposed of in accordance with biosafety protocols.				
5	EHS biosafety section has approved the termination of IBC protocol				

NORTH CAROLINA CENTRAL UNIVERSITY • 507 GEORGE STREET • DURHAM, NC 27707 • EMAIL ehs@nccu.edu
• TELEPHONE 919-530-7125 <https://nccu.edu/ehs>

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Controlled Substances		Yes	No	N/A	Actions Taken/When
1	All materials have been disposed in accordance with State and Federal regulations.				
2	All Licenses have been terminated.				

Radioactive Materials/Equipment		Yes	No	N/A	Actions Taken/When
1	All radioactive materials have been disposed of appropriately.				
2	The closeout survey has been completed & approved by EHS radiation safety.				
3	All radiation producing devices being disposed, have had the appropriate steps for removal and disposal approved by the EHS Radiation Safety Officer				

Shipping Research Materials (outside NCCU)		Yes	No	N/A	Actions Taken/When
1	Personnel are certified by DOT/IATA to ship or EHS has been contacted.				

Signatures

Principal Investigator

Department Head

Environmental Health and Safety