Laboratory closeout guide

**Scope**

This document guides personnel through the process of a laboratory close-out or relocation in accordance with ASU policy EHS405. Environmental Health and Safety requests notification at least 60 days before laboratory closures or relocations to allow sufficient time for EHS to inspect the space. When samples and chemicals may be moved or shipped outside of ASU, additional time may be required to ensure compliance with all local, state and federal regulations. Contact EHS or 480-965-1823 for questions and assistance.

**Procedure**

1) Complete a Laboratory Close-Out form for your laboratory in CEMS as soon as you know of a move or close-out.
   a. Provide the Building and Room(s) that will be unregistered from the PI.
   b. Provide a phone number for the contact for the laboratory close out.
   c. Ensure all laboratory spaces to be closed out are listed on the form.
2) If equipment is being relocated, complete the Equipment move or clearance form for the equipment following the Equipment Relocation, Removal or Surplus instructions.
3) Prepare the space
   a. Chemical:
      1. Segregate all chemical waste in the laboratory. Following established protocols, submit a CEMS pick-up request for normal chemical waste.
      2. Contact EHS to discuss chemical containers and review options and costs.
      3. Unopened chemicals may be submitted to the chemical adoption program by submitting those items for adoption in CEMS.
      4. Decontaminate all equipment based on the chemicals used.
   b. Gas Cylinders:
      1. Return all gas cylinders to Gas Services or contact EHS for assistance.
   c. Gas Cabinets and detection
      1. Contact ASU Fire to remove the gas cabinet from service before the laboratory close-out inspection.
      2. Contact EHS for any gas detection removal or modification.
   d. Biological:
      1. Remove all biohazardous waste using established waste streams and disinfection protocols.
      2. The biosafety officer requests and approves the shipping or transfer of biological materials. For assistance, please email Biosafety and Biosecurity.
      3. Decontaminate all equipment with disinfectant appropriate for the agents used.
      4. Contact ASU IBC for modification or termination of research.
      5. Contact ASU IRB for modification or termination of research involving human subjects.
      6. Contact ASU IACUC for modification or termination of research involving vertebrate animals and octopuses.
7. Contact ASU EHS for modification or termination of research involving arthropods and plants.

e. Radiation
   1. Collect radioactive waste and request a pick-up using established protocols.
   2. Do not remove or relocate any radioactive materials or radiation-producing equipment.
   3. Contact the Radiation Safety Officer for assistance.
   4. Return all dosimetry to EHS.

f. Lasers:
   1. Do not remove or relocate any lasers.
   2. Contact the Laser Safety Officer for assistance.

g. Other Equipment
   1. Decontaminate all equipment based on the materials or agents used.

4) Schedule EHS checkout
   a. Verify that all items have been decontaminated, gas cylinders have been returned, and all chemicals and biological agents have been removed.
   b. Email EHS to schedule the laboratory check-out inspection.

References

ASU Biosafety Manual
ASU Chemical Hygiene Plan
ASU Laser Safety Manual
ASU Radioactive Materials Manual
EHS 112: Biosafety Policy Governing the Possession, Use, and Transfer of Biological Agents and Toxins of Biological Origin
EHS 205: Storage of Hazardous Chemicals
EHS 401: Hazardous Waste Management
EHS 405: Laboratory Start-up/Close-out and Equipment Relocation
Equipment relocation, removal or surplus instructions