LABORATORY CLOSE OUT NOTIFICATION

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| Department: |  | | | | | | | |
| Lab Location: Bldg. |  | |  | Room(s) |  | | | |
| Lab or Dept. Contact: |  | | | | |  | Phone # |  |
| Principal Investigator: |  | | | | |  | Phone # |  |
| Date estimated for moving out of lab: | |  | | | | | | |
| Reason for Close Out: | | | | | | | | |

1. What biosafety level applies to the lab?
2. Were radioactive materials used in the lab?  Yes  No  
   If yes:

* All radioactive materials and waste must be removed by the lab personnel or submitted to the Office of Clinical and Research Safety (OCRS) through the Radioactive Waste Collection Program.
* Large equipment that will be moved by the movers that are labeled with “Caution Radioactive Material” stickers must be emptied by lab personnel and surveyed for contamination by OCRS before the movers will move the equipment. Contact OCRS to arrange the surveys.
* If moving within Vanderbilt, make sure your new rooms are posted by OCRS prior to moving any radioactive materials into the area. Submit a request to OCRS ([radsafety@vumc.org](mailto:radsafety@vumc.org)) to have this done.

1. Will freezers and/or refrigerators containing biological materials be moved by movers?  Yes  No  
   If yes:

* Potentially infectious materials (including all human or non-human primate material, including cell lines) must either 1) be removed from these items and moved appropriately by laboratory staff or 2) be packaged within a freezer/refrigerator in a containment system (as approved by OCRS).

1. Will biological safety cabinets (laminar flow tissue culture hoods) be moved? Yes No  
   If yes:

* OCRS must be contacted to determine whether the risk of release of potentially harmful materials exists before they are moved. OCRS will determine whether or not the BSC must be decontaminated by an accredited field certifier PRIOR to the move.
* BSCs must be recertified AFTER the move and PRIOR to any use in their new setting.

1. Were chemicals used in the lab?  Yes  No  
   If yes:

* All chemicals and chemical wastes must be removed by the lab personnel or submitted to OCRS through the Chemical Waste Collection Program.
* The movers will not move your chemicals. Make sure that you have the necessary equipment (including packing materials and carts) to safely transport your chemicals in accordance with the “Moving Hazardous Chemicals to Another Lab” fact sheet (OCRS website). Contact OCRS for assistance.

By signing below, I understand that the lab(s) listed above must be emptied of **ALL** chemicals, including chemical wastes, radioactive materials, radioactive wastes, biological materials, biological wastes, sharps, and sharps containers through the appropriate procedures prior to vacating the lab(s).

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| *Signature, Principal Investigator* | *Date* |  |  | *Date* |