



Fax to 343-4951
 For information, contact:
 Kevin Warren, Lab Close Out Coordinator
 322-0925, kevin.warren@vanderbilt.edu
 www.safety.vanderbilt.edu

LABORATORY CLOSE OUT NOTIFICATION

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: Leaving Vanderbilt Moving within Vanderbilt Other

1. What biosafety level applies to the lab? None/Unknown Level 1 Level 2 Level 3

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 VEHS 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 VEHS before the movers will move the equipment. Contact VEHS to arrange the surveys.
- If moving within Vanderbilt, make sure your new rooms are posted by VEHS prior to moving any radioactive materials into the area. You must submit a Form 7A (VEHS website) by fax to VEHS to have this done.

3. 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 VEHS).

4. Will biological safety cabinets (also called laminar flow tissue culture hoods) be moved? Yes No

If yes:

- VEHS must be contacted to determine whether the risk of release of potentially harmful materials exists before they are moved. VEHS 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.

5. 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 VEHS 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 (VEHS website). Contact VEHS 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).

Signature, Principal Investigator *Date*

Signature, Department Administrator *Date*