

APPENDIX B: STANDARD FORMS

Laboratory Closeout Checklist

The following items are to be completed by the PI (or designated departmental staff if researcher is unavailable) prior to vacating a lab.

Research Materials

Item	Initial Survey			Final Survey		
	YES	NO	N/A	YES	NO	N/A
Inventory biological materials and samples (including animal/human tissues). Properly dispose of unwanted samples or transfer to other researchers. Autoclave or make safe by other approved methods before disposal. Contact the Biosafety Officer (BSO) (334-750 8040; dzs0023@auburn.edu) if you have questions.						
Properly remove /dispose of all chemicals: Remove chemicals and samples from refrigerators, freezers, cold rooms, storage rooms, and shared labs. Check beneath hoods for chemicals or other materials that might easily be left behind. Discard empty chemical containers after defacing the label and rinsing thrice with appropriate solvent						
Follow proper disposal or transfer procedures for radioactive materials. The labs should be surveyed to rule out presence of radioactive materials or contamination. Contact Radiation Safety Office (334-844 6238; kucukse@auburn.edu) for assistance.						
Usable chemicals transferred to other PIs should be updated using Chematix Chemical Inventory Management System. The receiving party will be responsible for proper inventory, storage, and disposal. Contact cheminv@auburn.edu for assistance.						
Controlled substances: DEA licensee should keep up with all DEA guidelines and/ or regulations. Notify RMS cns0013@auburn.edu (334) 740 9711 if legacy-controlled substances are found during this process.						
Registered select agent labs should contact the BSO for proper close-out procedures. Other labs should notify the BSO immediately if legacy select agents are found during this process						
Contact Tom Hodges (hodgetf@auburn.edu /334-703-7511 for guidelines on off campus shipment of hazardous materials and /or Facilities Campus Relocation Coordinator jbl0007@auburn.edu (334) 703 0214 for assistance with lab equipment moving.						
Follow proper hazardous waste disposal procedures. Contact Environmental Program (334-703-7511; hodgetf@auburn.edu) if you have questions.						



Laboratory Space and Equipment

Item	Initial Survey			Final Survey		
	YES	NO	N/A	YES	NO	N/A
Drawers and cabinets emptied and clean. Decontaminate all laboratory surfaces as required.						
Survey all shared spaces and labs to locate and appropriately dispose of all hazardous materials.						
All compressed gas cylinders removed, check with your compressed gas provider. Contact Environmental Program (334-703-7511); hodgetf@auburn.edu if you have questions.						
Biosafety cabinet decontamination: The BSO will provide guidance on decontamination and recertification needs. Contact the BSO (334 750 8040; dzs0023@auburn.edu) for assistance. Arrangements for recertification should be made in advance to allow contractors to meet your schedule.						
Decontaminate lab equipment (including freezers, refrigerators, incubator, ovens etc.) that may be contaminated with chemical, biological or radioactive materials. Remove or deface warning stickers.						
Check with RMS for proper disposal of mercury containing equipment (Thermometers, flow meters, pressure gauges etc.)						
Equipment that may be contaminated with radioactive materials should be decontaminated and surveyed per Radiation Safety guidelines. Contact Radiation Safety Office at (334-844 6238) for assistance.						
Fume hood(s) tested for perchlorate residues by RMS (if applicable)						
Fume Hoods decontaminated and clean						
Properly dispose of broken and unwanted glassware.						
Properly dispose of sharps (needles, razor blades, scalpels, etc.)						
General cleanliness & hygiene acceptable						
Other unique situations:						

