

Checklist for Investigators Closing Laboratories

Preliminary Inspection and Consultation

At least **one month prior** to close-out contact the following offices to request a preliminary consultation and inspection to determine the necessary steps to take prior to cleaning out the laboratory.

- ☐ **Contact the Biosafety Officer** (Jasmine Yu) to clear the area of biological hazards.
- ☐ **Contact the Laboratory Safety Manager** (Jasmine Yu) for instructions and assistance to remove chemicals from the laboratory.

Chemicals (Solids, Liquids, and Gases)

- ☐ Check laboratory and all shared rooms for chemical materials/waste.
- ☐ Identify any usable materials to be moved or transferred. If transporting chemicals to another institution, prepare inventory, inform Jasmine Yu that inventory will be transported to a facility outside KGI. (Packaging of the containers, shipment, and documentation must be in accordance with department of Transportation regulations.)
- ☐ Update inventory of remaining chemical substances. Label unmarked or unclearly labeled containers as soon as they are located. Prior to transferring any usable chemicals to internal colleagues, forward the comprehensive chemical inventory to Jasmine Yu for review. Highly toxic materials or peroxide forming chemicals should not be transferred. Jasmine Yu needs to track down all chemicals that are transferred to other KGI labs.
- ☐ Dispose of all unwanted or expired chemicals through KGI Chemical Waste Program. KGI schedule quarterly pick up of chemical waste with North State Environment. If unwanted chemicals cannot be disposed before PI leaving KGI, they will be stored in Jasmine Yu's lab and be collected during next scheduled waste pickup. PI may seek help from facility to move the chemicals.
- ☐ Remove regulators from all **compressed gas cylinders**, replace the protective cap, and ensure proper labeling of each cylinder. Contact the gas distributor to have the gas cylinders returned.

Materials in Refrigerators and Freezers

- ☐ Clean up materials in all 4C refrigerators and -20C, -80C freezers. Solid biological materials (recombinant DNA materials, microorganisms, cells and cell lines, tissues, organs, body fluids, and biologically derived or -contaminated media) should be autoclaved and disposed as biohazardous waste. Liquid biological materials can also be autoclaved or may be decontaminated with bleach and disposed in the sink.
- ☐ Refrigerators and freezers need to be emptied, cleaned and defrosted if not shared by other laboratories. Equipment needs to be decontaminated if they may be contaminated with chemicals or biological materials.

Hazardous Waste Disposal

- ☐ All biohazard waste bags should be sterilized by autoclaving and disposed before PI leaving KGI. Please refer to "Medical Waste Management Plan" for proper dispose of biohazardous waste.
- ☐ Other hazardous waste, including sharps container and broken glass container, should be disposed through North State Environmental. North State comes quarterly to pick up sharp containers and broken glass containers. If waste cannot be disposed before PI leaving KGI, the PI should inform Jasmine Yu about the quantity and location of the waste. Jasmine Yu will dispose them during next waste pick up.

Laboratory Space and Equipment

- ☐ Countertop, chemical fume hood, biosafety cabinet, shelves, equipment and any other potentially contaminated surfaces in the vacated laboratory must be cleaned. Clean all surfaces with warm soapy water. Disinfect surfaces that may be contaminated with biological agents by cleaning with a 10% bleach solution. As a final step, wiping equipment down with a 70% alcohol solution is recommended.
- ☐ Any equipment that belongs to KGI must be returned to KGI. Please contact Jasmine Yu if other labs would like to take KGI-owned equipment.
- ☐ Arrange for removal of unwanted, broken, or obsolete equipment. Please contact Facilities about disposal or storage of equipment. If need assistance with repair, please contact Jasmine Yu.
- ☐ Clean out all laboratory drawers and cabinets. Laboratory supplies should be disposed of or transferred to another lab if unused. Discard unwanted glassware in trash with proper packaging.



Lab Coats

- ☐ If the laboratory has any lab coats that are rented through KGI, they need to be returned to Jasmine Yu. Any unreturned lab coats will result in a \$26.99 replacement fee by Cintas.

Final Close Out Inspection

- ☐ Contact Laboratory Safety or Facilities to request bulk removal of chemicals and waste prior to final inspection.
- ☐ Schedule with Laboratory Safety (Jasmine Yu) for final laboratory walk through at least 2 weeks before the PI's last day at KGI.
- ☐ If correction is needed, Jasmine Yu will schedule another walk through after PI has take actions to correct the issues.
- ☐ Final close out the lab and return keys/access card to KGI.