

## Lab Close-Out Checklist

This page provides an overview of the steps that a researcher and departmental staff should follow to safely and efficiently close down a laboratory operation. These items, and others applicable to the specific activities of the researcher, should be completed prior to the departure of a researcher from the University of Arkansas for Medical Sciences (UAMS) by cooperation of the researcher and the departmental staff, or by the department staff if the researcher is not available.

*Ensure that researcher has completed/arranged for the completion of the following items as applicable prior to departure from UAMS (or have departmental staff complete if researcher is not available).*

### 1. Research Materials

- Ensure appropriate disposition/transfer of animal colonies. Contact Occupational Health & Safety (OH&S).
- Inventory any chemicals and properly dispose of them through OH&S (or transfer to other labs).
- Inventory biological materials and samples, including animal and human tissues, and properly dispose of them (or transfer to other labs). Autoclave or make safe by other means before disposal. Contact the [Biological Safety Officer](#) for assistance.
- Inventory radioactive materials and properly dispose of them (or transfer to other labs). Contact [Radiation Safety Officer](#) for assistance.
- Identify any incoming [Material Transfer Agreements](#) under which materials were transferred to the laboratory, and assure any materials covered by such MTAs are disposed of as provided by the terms of the MTAs.
- Properly package and label for transport any hazardous materials that are to be shipped off-campus. Ensure packaging and labeling is done by an individual who has completed hazardous materials shipping training.
- Properly dispose of all DEA controlled substances. Permission to transfer controlled substances must be obtained from the DEA. Transfer responsibility of remaining materials and samples to other approved employees.
- Properly dispose of all remaining hazardous waste. Contact [OH&S](#) for assistance.

## 2. Laboratory Space and Equipment

- Identify gas cylinders; store all unreturned cylinders with the valve off and the cap on. Ensure that their contents are properly indicated. Contact vendor for pick-up of unwanted cylinders.
- Clean all laboratory surfaces, and decontaminate any surfaces that require it.
- Empty, clean and defrost refrigerators and freezers. Ensure that any materials contained in the refrigerators or freezers are disposed of appropriately (see section 1, above).
- Decontaminate equipment (including freezers, refrigerators, incubators, and drying ovens) that may be contaminated with chemicals, biological material, or radioactive material, and test as necessary to ensure thorough decontamination. Contact OH&S for assistance.
- Remove warning stickers from areas to which they no longer apply.
- If leaving a biosafety lab, decontaminate lab as appropriate based on designated Biosafety Level. Contact the Biosafety Officer for assistance.
- Decontaminate lab equipment that you intend to discard.
- Clean out all laboratory drawers, being sure to avoid sharps. Properly dispose of all sharp items, including glass, pipettes, and syringes, or transfer to another laboratory if unused. Place sharps, including contaminated sharps, in safe containers (sharps container) before disposal.
- Discard unwanted glassware in trash, packaging properly to ensure safe disposal; treat as sharps.
- Survey all shared areas to locate and appropriately dispose of the lab's hazardous materials.
- If laboratory equipment is to be left for the next occupant, clean and decontaminate it before departing the laboratory.

## 3. University Data and Materials

- Identify and transfer to department official or next responsible party all laboratory notebooks, data, and other materials in which the university has a remaining interest. Consult and comply with the UAMS policies with respect to data or materials obtained or created in the course of human subjects research, ensure such data or materials are disposed of or preserved in a manner consistent with the requirements of the consent form or as otherwise directed by the

UAMS Institutional Review Board (IRB). Contact the IRB Office or Office of Research and Sponsored Programs if further guidance is needed.

- Identify any non-disclosure agreements in effect for information received by the lab from third parties, and transfer or otherwise appropriately dispose of all such information as required by the terms of the non-disclosure agreement.
- Identify any other confidential information in the lab, such as employment files and records of student activities, and ensure that any such records are maintained or disposed of properly.

#### **4. Access Control**

- Return all keys to department including keycard access.
- Disable punch-code access to locked facilities.
- Withdraw access to proprietary software and internal websites.
- Return university-owned laptop computers, mobile devices, and other electronics.
- Disable employee email account.
- Withdraw/remove from internal email lists.
- Collect/terminate parking permits.
- Withdraw access to subscriptions to outside services/organizations paid for by the university.

#### **-5. Human Resources and Administration**

- Ensure that students and researchers have been reassigned and all human resources responsibilities have been fulfilled.
- Employee Separation Form. The form directs you to various areas of campus to turn in keys, receive insurance information, and to handle other separation business.
- Ensure that teaching responsibilities have been transferred, if appropriate.
- Ensure that all outstanding travel reimbursements have been submitted and processed.
- Alert outside entities that interface with departed employee of the departure, and provide new point of contact as applicable. Obtain future address and/or phone number of employee.
- Arrange for replacements on boards and committees.