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| **PRINCIPAL INVESTIGATOR:** | **DESIGNEE:** | **EXPECTED DEPARTURE DATE:** |
| **EMAIL:** | **PHONE #:** | **LABORATORY(S)/ WORK AREA(S) (BUILDING/ ROOM #)** |
| **DEPARTMENTAL SAFETY REPRESENTATIVE:** | **BUILDING FACILITIES MANAGER:** |
| **ADMINISTRATIVE CONTACT(S) IN DEPARTMENT (In charge of management of VT inventory items, management of keys, etc.):** |

 **PRINCIPAL INVESTIGATOR RESPONSIBILITIES**

 **FOLLOW THESE INSTRUCTIONS WHEN PLANNING TO VACATE LABORATORY SPACES/ WORK AREAS:**

[ ]  **1.** **Inform EHS (231-3600) and your department’s Safety Representative of your pending departure**

 **AT LEAST 3 months before you expect to vacate your lab/work space.**

[ ]  **2.** **In the time leading up to your departure, use this document to take the proper actions regarding:**

* + **regulated material or equipment (radiological, X-ray, highly hazardous chemicals or biologicals)**
	+ **hazardous materials and wastes**
	+ **lab equipment, supplies, tools, etc.**
	+ **other residue (paperwork, etc.) from your laboratory operations**
	+ **lab spaces/ work areas including cabinets, benches, etc.**

[ ]  **3**. **Record actions taken in this document; leave checkboxes blank if items are N/A. Consult your Safety**

 **Representative or EHS if you have questions or encounter problems with closeout procedures.**

[ ]  **4. After completing closeout procedures and before your departure, schedule an appointment with your**

 **Safety Representative or EHS to review this document and walk through your lab/work spaces**.

**scheduled date & time for walk-through:**

 **NOTE: EHS will perform a final review of spaces where regulated material or equipment was used.**

 **SAFETY REPRESENTATIVE / EHS REVIEWER RESPONSIBILITIES**

1. **As needed, serve as liaison with EHS for departing PIs and provide them with general support in accomplishing closeout procedures; keep the department informed of closeout matters that are not being addressed by departing PIs.**
2. **At a scheduled date/time prior to PI’s departure, perform a lab/work space walk-through using the last 2 tables in this document; following your walk-through, notify department head if you find spaces in unsatisfactory or unsafe condition, and submit this document to departmental management.**

 **DEPARTMENTAL RESPONSIBILITIES**

* 1. **Cooperatively address any reported closeout noncompliance issues with PIs as their departure dates approach; establish and communicate consequences for noncompliance.**
	2. **Promptly rectify any reported safety and condition issues in vacated space that were left unaddressed by departing PIs; i.e., schedule and fund repairs or remedial services (hazardous materials removal, equipment decontamination, etc.) as necessary.**
	3. **Ensure that the next user of a vacated space finds it to be in satisfactory, functional, safe condition when that person takes occupancy.**

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|  ***EQUIPMENT, COMPUTERS & SUPPLIES:***  |
|  **ITEMS THAT WILL STAY for departmental redistribution or surplus:**  [ ]  Empty, clean and decontaminate as needed. [ ]  Place completed [LAB EQUIPMENT DECONTAMINATION FORMs](https://www.ehss.vt.edu/detail_pages/document_details.php?categories_document_categ1Page=2&document_id=583) on equipment where appropriate. [ ]  Leave loose supply items in reasonable order out of consideration for those who must handle their disposition when you are gone. |
|  **ITEMS THAT YOU HAVE APPROVAL TO TAKE -- NO Virginia Tech inventory labels** [ ]  Empty, clean and decontaminate as needed. [ ]  Place completed [LAB EQUIPMENT DECONTAMINATION FORM](https://www.ehss.vt.edu/detail_pages/document_details.php?categories_document_categ1Page=2&document_id=583)s on equipment where appropriate. [ ]  Inventory & designate any items/boxes to be moved out of the lab/work space.  |
|  **SHARED LABORATORY EQUIPMENT/ SPACES (Refrigerators, freezers, cold rooms, incubators, shakers, etc.)** [ ]  Clear all shared equipment and spaces of your materials; clean and decontaminate as needed. |
| **LASERS**  [ ]  Contact the [Laser Safety Officer](https://www.ehss.vt.edu/programs/laser_safety.php) (231-3600) if you relocate any laser equipment that was registered in the Safety Management System as being located in your lab; a new custodian and new location must be identified and documented in the registration for the laser.  [ ]  Label as “Active” or “Inactive” any laser equipment left in your lab for departmental redistribution  or surplus. |
| **IONIZING RADIATION EQUIPMENT (X-ray equipment, electron microscopes, ESCAs, EB evaporators, portable imaging units)** [ ]  Contact the [Radiation Safety Officer](https://www.ehss.vt.edu/programs/xray_safety.php) (231-3600) for equipment to be reassigned to a new custodian, moved from lab space, or to go to surplus. |

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|  ***LABORATORY HAZARDOUS MATERIALS & WASTE:*** |
|  **CHEMICALS:**  [ ]  Remove from shelves, cabinets, drawers, chemical cabinets, fume hoods, etc. & shared lab spaces. [ ]  Clean (& decontaminate if needed) surfaces/ areas with chemical residue as specified in your SOPs,  or consult EHS (231-3600) if unsure of proper cleaning/decontamination procedures. [ ]  Clean ethidium bromide work areas with 70% ethanol. [ ]  If moving/shipping chemicals to another location: * Inventory and designate all chemicals to be packed for moving.
* Consult EHS (231-3600) about transporting or shipping your chemical inventory.

 [ ]  If ***highly hazardous chemicals*** (e.g., hydrofluoric acid, perchloric acid, picric acid, peroxide formers,  halogenated chemicals, pyrophorics, carcinogens) are present in your lab, contact EHS (231-3600) regarding removal/ disposal of these items, and decontamination of usage areas. |
|  **CHEMICAL WASTES:** **(Includes unwanted/discarded chemicals in primary and secondary containers; solid lab debris such as contaminated gloves, pipettes/tips, weigh boats, gels, bench liner, collected in blue bags; chemically contaminated sharps in appropriate chemical sharps containers; liquid chemical wastes in appropriate collection/accumulation containers, etc.)**  [ ]  Identify and properly contain all chemical wastes; contact EHS (231-3600) with questions. [ ]  Attach waste tickets and arrange for EHS pickup via online request using the Safety Management System (accessible through the [EHS website](https://www.ehss.vt.edu/programs/WCM_scheduling.php)).  [ ]  Place a completed waste ticket on every container per regulations; waste pickup tickets can be submitted and printed through the Safety Management System.  [ ]  Remove chemically contaminated bench liner and dispose of in solid chemical lab waste. |
|  ***LABORATORY HAZARDOUS MATERIALS & WASTE, continued:***  |
|  **PHARMACEUTICAL AND CONTROLLED SUBSTANCES** [ ]  Contact EHS at 231-3600. |
|  **COMPRESSED GAS CYLINDERS/ LECTURE BOTTLES OR SPECIALTY GASES/ LN2 STORAGE UNITS:** [ ]  Remove regulators & properly cap cylinders. [ ]  Transport unwanted or empty cylinders to your building’s gas storage area for return to vendor.  [ ]  If you need to transport cylinders to another building, contact the vendor to arrange transport;  EHS is not equipped to transport compressed gas cylinders on campus.  [ ]  Contact EHS (231-3600) if you have lecture bottles or other specialty gases to remove from the lab. [ ]  Remove liquid nitrogen from any cryogenic storage units being vacated or decommissioned; consult with EHS regarding proper disposal of LN2. |
| **NANOMATERIALS**  [ ]  Wet-wipe and HEPA-vacuum (as appropriate) any lab equipment and exhaust systems used with  nanoscale materials prior to repair, disposal or use. If other chemicals were used as nanoscale  materials in the ventilation system, use HEPA vacuum only. [ ]  Filters used in nanomaterial work -- Appropriately remove, bag, and handle as hazardous solid chemical waste; label the waste specifically, according to type of nanomaterial and filter. [ ]  Dispose of all nanomaterial or nano-contaminated material, including used cleaning materials  /supplies, in hazardous chemical waste streams.  [ ]  Place completed [LAB EQUIPMENT DECONTAMINATION FORM](https://www.ehss.vt.edu/detail_pages/document_details.php?categories_document_categ1Page=2&document_id=583)s on decontaminated equipment  used with nanomaterials. Contact EHS (231-3600) if you have questions. |
| **3D PRINTER MATERIALS** [ ]  Dispose of any 3D printer materials in the appropriate hazardous laboratory waste streams. [ ]  If working with metal-based printer material, contact EHS for further guidance.  [ ]  Place completed [LAB EQUIPMENT DECONTAMINATION FORM](https://www.ehss.vt.edu/detail_pages/document_details.php?categories_document_categ1Page=2&document_id=583)s on printers. Contact EHS  (231-3600) if you have questions. |
|  **RADIOACTIVE MATERIALS**  [ ]  Contact the [Radiation Safety Officer](https://www.ehss.vt.edu/programs/xray_safety.php) (231-3600) for decommissioning and removal of radioactive materials and waste. [ ]  Conduct radiation contamination survey; survey must show no contamination. |
|  **BIOLOGICAL & BIOHAZARDOUS MATERIALS** [ ]  Clear from lab shelves, cabinets, benches, refrigerators, freezers, incubators. [ ]  Clear from shared lab spaces & equipment. [ ]  Contact EHS (231-3600) to schedule shipping biological agents/ materials inventories, if applicable. [ ]  Contact the VT [Responsible Official](https://www.ehss.vt.edu/programs/BIO_agents.php) to transfer select agent toxins to another entity, or to destroy. [ ]  Complete Material Transfer Agreement(s) for any biologicals to convey outside university. |
| **BIOLOGICAL OR BIOHAZARDOUS LAB WASTE****(Includes unwanted/discarded cell cultures, bacterial cultures in solid or liquid media, lyophilized or frozen cultures, stained slides, transgenic plant material, contaminated gloves and other disposable PPE, pipettes, pipette tips, blades, other biowaste sharps, contaminated bench liner, etc.)** [ ]  Decontaminate all biowaste by autoclaving or alternative acceptable method.  [ ]  Discard by proper method in appropriate solid, liquid or sharps biowaste streams. [ ]  Remove contaminated bench liner from benches and dispose of as solid biowaste. |

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|  ***LABORATORY DATA, RECORDS, PAPERS, PERSONAL ITEMS, SIGNS, SURFACES & KEYS:***  |
|  [ ]  Remove all data notebooks, data file folders, storage CDs/DVDs, memory sticks, photos, etc. that are approved to go with you. [ ]  Ensure that any material protected as Intellectual Property or material that is security-sensitive is placed with the appropriate authorized recipient(s).  [ ]  Remove your lab from the Safety Management System, or update your lab location at VT if moving. [ ]  Leave hard copies of VT Chemical Hygiene Plan in the lab. [ ]  Remove purchase records you want to keep. [ ]  Leave purchase records, instruction manuals, etc. for equipment that will STAY. [ ]  Discard all unwanted scientific catalogs, brochures, advertisements, etc. in recycling. [ ]  Remove personal items. [ ]  Leave office items supplied by your department (pens, scissors, clips, etc.). [ ]  Remove lab-specific signage, posters, drawer labels, etc. attached to surfaces. [ ]  Wipe surfaces clean after equipment/supply removal. [ ]  Remove tape & tape residue from surfaces. [ ]  **Retrieve ALL keys to lab spaces for which you are responsible and return them to your department**  **before you leave.** |

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| ***FINAL CHECKS:*** | **YES** | **NO** | **N/A** |
| 1. **All cabinets and drawers have been cleared of material.**
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| 1. **All surfaces have been cleared except for items for redistribution or surplus.**
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| 1. **All equipment has been cleaned and decontaminated as needed.**
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| 1. **All hazardous lab wastes have been removed from the lab and disposed of in the appropriate waste streams.**
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| 1. **All debris and residue from lab operations (cardboard, packing material, loose paper, etc.) has been removed from the lab and disposed of appropriately.**
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| 1. **Signage and labeling specific to the PI lab has been removed from doors, walls, equipment, bulletin boards, drawers, etc.**
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| 1. **Surfaces have been decontaminated as needed, and wiped clean following removal of equipment and materials.**
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| 1. **Significant residue left by tape on surfaces has been removed.**
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|  **NOTES:** |

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| ***EXIT SURVEY OF LAB/WORK AREA – Condition has been maintained satisfactorily:*** | **YES** | **NO** | **N/A** |
| * **Acid storage cabinets**
 |  |  |  |
| * **Bulletin boards/ white boards**
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| * **Cabinets and drawers**
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| * **Chemical storage cabinets**
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| * **Electrical outlets**
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| * **Eyewashes/ drench hoses/ emergency showers**
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| * **File cabinets**
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| * **Fire extinguishers**
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| * **Floors**
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| * **Fume hoods**
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| * **Lab benches**
 |  |  |  |
| * **Lab chairs**
 |  |  |  |
| * **Lab utilities at bench (gas, vacuum, compressed air, etc.)**
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| * **Lab waste containers**
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| * **Hot/cold water taps/ DI or RO water taps**
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| * **Lights**
 |  |  |  |
| * **Recycling cans**
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| * **Sink basins & drains**
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| * **Trash cans for regular trash**
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| * **Walls and ceilings**
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| * **Windows and doors/ door locks**
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| **Other:** |  |  |  |
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| **NOTES:** |

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| ***NOTE: If the Safety Representative prefers that an EHS reviewer accompany them on a walk-through, both the Safety Representative*** ***and the EHS reviewer will sign below. For departments having no Safety Representative, an EHS Reviewer will perform the***  ***walk-through and sign below. Submit this completed, signed document to departmental management.*****REQUIRED SIGNATURE:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Principal Investigator of vacated space (or designee) Date****SIGNATURE:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department Safety Representative Date****SIGNATURE:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **EHS Reviewer Date** |