

USA LABORATORY CLOSURE, RENOVATION, REMODEL AND MOVES CHECKLIST

The following checklist is a guide for procedures for the discontinuation of use and/or the closure of all University of South Alabama laboratory space.

Please contact the Safety & Environmental Compliance Department (SEC) a minimum of 90 days prior to laboratory closures, moves, renovation and remodels at 251-460-7070.

Building: _____ Lab Room Number: _____

Department: _____

Principal Investigator: _____

Department Chairperson: _____

HAZARDOUS CHEMICALS AT0 458ass b.4(ip/BDCh nB)6/Tp

Activity	Date Completed	Responsible persons initials
product and waste) are legibly and completely labeled the chemical names. Abbreviations, chemical formulas or structures are not acceptable. Conscientious effort must be made to identify any "Unknown" substances.		
All containers are securely closed with a screw-type cap All beakers, flasks and other containers are emptied, cleaned and restocked on shelves.		

BIOLOGICAL MATERIALS

Activity	Date Completed	Responsible persons initials
Frozen specimens of human or animal tissue for disposal have been identified and placed in proper containers for disposal via medical waste vendor. Chemically preserved specimens of human or animal tissues for disposal have been drained of preservation fluid and the fluid is collected and identified as		

Glassware remaining in the lab has been cleaned and placed in cabinets or drawers		
Broken glass has been appropriately disposed.		
Fume hoods and biosafety cabinets have been cleared of equipment, cleaned and disinfected with appropriate cleaners		
Responsible department must be notified and authorization given for any equipment being transferred to another institution. Appropriate shipping arrangements is the responsibility of the investigator. USA Property Forms must be filled out and filled with the Property Department Equipment to be transferred should be clearly marked and segregated in a designated area.		
Arrangement with the USA Custodial Services department have been made to clean the floor and remove any remaining trash.		