



LABORATORY CLOSEOUT PROCEDURE

There are many important considerations whenever a Principal Investigator or researcher with assigned laboratory space leaves the University or transfers to a different laboratory. View in depth information and resources about [Environmental Health & Safety \(EHS\) requirements](#).

NOTIFY

Use the [Researcher Departure/Lab Closeout Notification](#) to notify EHS on the appropriate campus at least 30 days in advance:

- That your laboratory is relocating to another part of campus (or another campus)
- OR**
- That your laboratory is closing down

COMPLETE CHECKLIST

Use this checklist to ensure all aspects of lab closure are considered.

- Plan lab personnel transition (transfer, non-reappointment) with departmental human resources designee and communicate transition plans to impacted personnel
- Plan grant transfers with departmental leadership and grant coordinator and communicate grant transfer plans to impacted personnel
- Transfer or disposal of hazardous materials (refer to the [IU Waste Management Program](#) for disposal information) such as:
 - Controlled Substances
 - Animal and Human Tissues
 - Microorganisms and Cultures
 - Mixed Hazards
 - Sharps
 - Radioactive Materials
- Cleaning and waste removal
 - Shared storage areas
 - Laboratory
 - Equipment
- Transition all university-owned property (e.g. computers, data, lab equipment)



SCHEDULE LAB CLEARANCE INSPECTION

Once you have completed all items on the checklist, and all chemical transportation and waste removal has been arranged, contact EHS.

Have the checklist ready to go over with the Laboratory Safety personnel who conduct your clearance inspection. Final clearance will not be given until all decontamination and hazardous material removal is complete.