

# Laboratory closeout guide

## Scope

This document guides personnel through the process of a laboratory close-out or relocation in accordance with ASU policy [EHS405](#). Environmental Health and Safety requests notification **at least 60 days before** laboratory closures or relocations to allow sufficient time for EHS to inspect the space. When samples and chemicals may be moved or shipped outside of ASU, additional time may be required to ensure compliance with all local, state and federal regulations. Contact [EHS](#) or 480-965-1823 for questions and assistance.

## Procedure

- 1) Complete a Laboratory Close-Out form for your laboratory in [CEMS](#) as soon as you know of a move or close-out.
  - a. Provide the Building and Room(s) that will be unregistered from the PI.
  - b. Provide a phone number for the contact for the laboratory close out.
  - c. Ensure all laboratory spaces to be closed out are listed on the form.
- 2) If equipment is being relocated, complete the [Equipment move or clearance form](#) for the equipment following the Equipment Relocation, Removal or Surplus instructions.
- 3) Prepare the space
  - a. Chemical:
    1. Segregate all chemical waste in the laboratory. [Following established protocols](#), submit a CEMS pick-up request for normal chemical waste.
    2. Contact EHS to discuss chemical containers and review options and costs.
    3. Unopened chemicals may be submitted to the [chemical adoption program](#) by submitting those items for adoption in [CEMS](#).
    4. Decontaminate all equipment based on the chemicals used.
  - b. Gas Cylinders:
    1. Return all gas cylinders to [Gas Services](#) or contact EHS for assistance.
  - c. Gas Cabinets and detection
    1. Contact [ASU Fire](#) to remove the gas cabinet from service before the laboratory close-out inspection.
    2. Contact EHS for any gas detection removal or modification.
  - d. Biological:
    1. Remove all biohazardous waste using established waste streams and disinfection protocols.
    2. The biosafety officer requests and approves the shipping or transfer of biological materials. For assistance, please email [Biosafety and Biosecurity](#).
    3. Decontaminate all equipment with disinfectant appropriate for the agents used.
    4. Contact [ASU IBC](#) for modification or termination of research.
    5. Contact [ASU IRB](#) for modification or termination of research involving human subjects.
    6. Contact [ASU IACUC](#) for modification or termination of research involving vertebrate animals and octopuses.

7. Contact [ASU EHS](#) for modification or termination of research involving arthropods and plants.
  - e. Radiation
    1. Collect radioactive waste and request a pick-up using established protocols.
    2. Do not remove or relocate any radioactive materials or radiation-producing equipment.
    3. Contact the [Radiation Safety Officer](#) for assistance.
    4. Return all dosimetry to EHS.
  - f. Lasers:
    1. Do not remove or relocate any lasers.
    2. Contact the [Laser Safety Officer](#) for assistance.
  - g. Other Equipment
    1. Decontaminate all equipment based on the materials or agents used.
- 4) Schedule EHS checkout
- a. Verify that all items have been decontaminated, gas cylinders have been returned, and all chemicals and biological agents have been removed.
  - b. Email [EHS](#) to schedule the laboratory check-out inspection.

## References

[ASU Biosafety Manual](#)

[ASU Chemical Hygiene Plan](#)

[ASU Laser Safety Manual](#)

[ASU Radioactive Materials Manual](#)

[EHS 112: Biosafety Policy Governing the Possession, Use, and Transfer of Biological Agents and Toxins of Biological Origin](#)

[EHS 205: Storage of Hazardous Chemicals](#)

[EHS 401: Hazardous Waste Management](#)

[EHS 405: Laboratory Start-up/Close-out and Equipment Relocation](#)

[Equipment relocation, removal or surplus instructions](#)