

Laboratory Closeout Procedure Check-off Sheet

	Yes	NO	N/A
1. Radioactive Materials have been properly transferred/disposed and a final contamination survey has been completed.	_____	_____	_____
2. Biological Materials have been properly transferred/disposed and appropriate decontamination has been completed.	_____	_____	_____
3. Biological Safety Cabinets has been properly emptied and decommissioned.	_____	_____	_____
4. Controlled Substances have been properly transferred and disposed	_____	_____	_____
5. Internal Relocation of Chemicals has been properly transferred and completed.	_____	_____	_____
6. External Relocation of Chemicals has been properly transferred and completed.	_____	_____	_____
7. Hazardous Chemical Waste Disposal / Recycling has been completed and no chemicals remain in the lab.	_____	_____	_____
8. Compressed Gas Cylinders have been returned to vendors or EHS contacted for non-returnables	_____	_____	_____
9. Relocating Compressed Gas Cylinders (including Liquid Nitrogen Cylinders) has been properly transferred and completed.	_____	_____	_____
10. Liquid Nitrogen-lined Freezers have been properly drained in preparation for moving.	_____	_____	_____
11. Laboratory Equipment Relocation or Disposal has been properly arranged.	_____	_____	_____
12. Electronics Recycling has been arranged according to University procedures.	_____	_____	_____
13. General Laboratory Cleanup has been completed including cleaning of all surfaces, emptying of all drawers and removal of all rubbish.	_____	_____	_____
14. Closeout Inspection has been arranged with Environmental Health and Safety.	_____	_____	_____

Questions regarding these procedures should be directed to the Office of Environmental Health and Safety at x2769 or ehs@neu.edu.

Laboratory Location _____ Department _____

Principal Investigator Signoff _____ Date _____

EHS Sign-off _____ Date _____