



**Department of Chemistry and Biochemistry
University of Maryland
Checklist for Vacating Laboratories**

The following list is to assist graduate students, post-docs, research associates, and faculty in meeting the expectations for checking out of the research laboratory. All questions must be addressed and an individual agreeable to the transfer of responsibility must also sign this form.

Name: _____

Laboratory Information

Laboratory to be vacated: Room(s): _____

Principal Investigator: _____ Phone _____

Date laboratory will be vacated: _____

Check off each item, or mark NA, as appropriate.

Chemicals/Gas Cylinders

If transferring usable chemicals/gases to another building or off campus, contact DES for procedure

- Ensure all waste chemicals are in sealed, compatible containers
- Identify all waste chemicals with full chemical names, using UM Hazardous Waste Tags
- Submit *Hazardous Waste Removal Request Form* via the Internet
 - Include all chemicals produced in the lab
 - Check freezers and refrigerators for purchased and produced chemicals
- Return gas cylinders to ChemStores/Receiving
- Label all gas cylinders that cannot be returned with UM Hazardous Waste Tags
- Contact DES if unknown chemicals or gases are present

Transfer responsibility to: _____

Name _____ Date _____

Signature

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Other Hazardous Materials

Contact DES for information concerning packaging of chemically-contaminated materials.

Autoclave all cultures and solid, non-sharp biological waste, place in opaque trash bag and place in building trash/dumpster/compactor.

Place needles and syringes and other sharp objects in sharps container and request pick up from DES

Check common areas for hazardous materials

Radioactive Materials

Contact Radiation Safety Office if planning to transfer radioactive materials to another lab

Package all radioactive materials in approved and labeled waste containers

Complete radioactive waste cards and attach to containers

Submit Low-Level Radioactive Waste Pickup Request Form to request removal of radioactive waste

Schedule closeout survey with the Radiation Safety Office which will remove all radiation signs, stickers, postings, etc., if/when appropriate

Work Area, Equipment and Lab Furniture

Clear and decontaminate equipment to be left in lab, work area and fume hoods

Label non-working equipment with operational deficiency

Return equipment and glassware to common storage

Clean floor area

Vacate and clean desk area

Return primary copies of notebooks and supporting electronic data to research advisor

Prepare inventory list of samples generated in lab, including location and amount

Lab Inspection

Request exit inspection by DES

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Department

Analytical Services facilities check out

___ NMR _____ Manager's Initials _____ Date

___ Mass Spec _____ Manager's Initials _____ Date

___ X-Ray _____ Manager's Initials _____ Date

___ XPS _____ Manager's Initials _____ Date

___ Inform Business Services Office

___ Inform Graduate Office

___ Inform departmental IT personnel

___ Return keys

___ Provide forwarding address

Department Clearance

Principal Investigator's Agreement

Signature

Date

Post-doc, research associate, graduate student

Signature

Date

Department Chair

Signature

Date

DES Clearance – PIs Only

___ Lab cleared of chemicals

___ Lab cleared of biological material

___ Lab cleared of radioactivity

Signature

Date