

*Revised 4/8/21*

**NOTICE OF LABORATORY MOVEOUT**

If you are partially or completely vacating your laboratory for remodeling, relocation or closure, you must leave it clean and safe. Follow all applicable instructions in this form and check off tasks as completed (Yes) or not applicable (N/A). The Responsible Party (RP) or Laboratory Manager must sign the form to verify that all instructions were followed. **A copy must be posted inside the door** near one or more exits of your laboratory for UW Facilities or the next occupants. Your department may have additional requirements for relocation and closure; check with your administrator. See also [**Laboratory Safety Manual**](https://www.ehs.washington.edu/resource/laboratory-safety-manual-510) **Section 10** – *Moving In/Moving Out.*

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| **CHEMICAL SAFETY** | | |
| **Yes** | **N/A** |  |
|  |  | Arrange for disposal of all hazardous waste and unwanted chemicals. (Attach a completed [UW Hazardous Waste Label](https://www.ehs.washington.edu/system/files/resources/how-to-label-chemical-waste-containers.pdf) to any waste not in its original manufacturer’s container, and complete and send a [Chemical Collection Request](https://www.ehs.washington.edu/chemical/hazardous-chemical-waste-disposal) at least one month before you vacate.) |
|  |  | Properly manage unwanted [gas cylinders](https://www.ehs.washington.edu/research-lab/compressed-gas-cryogenic-fluids). Contact your vendor to return gas cylinders you are leasing. If you cannot do this, email [chmwaste@uw.edu](mailto:chmwaste@uw.edu) for assistance. |
|  |  | Ensure that fume hoods, cabinets, drawers and all other enclosures are free of hazardous materials. Clean with soap and water. |
|  |  | Clean all work surfaces in the laboratory with detergent, water and any other solvents or soaps that are needed to completely remove all chemical residues. |
| ***If your laboratory is relocating or closing down permanently:*** | | |
|  |  | 1. Give to your departmental administrator your staff training records and any other documents that should be retained by the department. Contact 206.685.3993 or [labcheck@uw.edu](mailto:labcheck@uw.edu) for assistance. |
|  |  | 1. Email [mychem@uw.edu](mailto:mychem@uw.edu) with your contact information to change your inventory location or eliminate your chemical inventory in [MyChem.](https://www.ehs.washington.edu/chemical/mychem) |
| **BIOLOGICAL SAFETY** | | |
| **Yes** | **N/A** |  |
|  |  | If your laboratory is relocating or shutting down, contact EH&S Biological Safety at [ehsbio@uw.edu](mailto:ehsbio@uw.edu) or 206.221.7770 to update your Biological Use Authorization and/or laboratory spaces. |
|  |  | Autoclave and dispose of [biohazardous waste](https://www.ehs.washington.edu/biological/biohazardous-waste) in appropriate containers (e.g. sharps containers, biohazard bags). |
|  |  | Decontaminate all contaminated equipment and work surfaces with a 1:10 bleach solution. Attach the [Notice of Decontamination Form](https://www.ehs.washington.edu/system/files/resources/lab_equip.pdf) to the equipment after equipment has been decontaminated. |
|  |  | If you intend to [relocate or surplus a biological safety cabinet](https://www.ehs.washington.edu/system/files/resources/BSC-purchase-replace-remove.pdf) (BSC), call 206.685.3993 to request paraformaldehyde decontamination services with two weeks advance notice. Surface decontamination must be completed ﬁrst. Submit a [Biosafety Cabinet Purchase-Move Request](https://www.ehs.washington.edu/secure/biosafety-cabinet-purchase-move-request). |
| **RADIATION SAFETY** | | |
| **Yes** | **N/A** |  |
|  |  | Notify EH&S Radiation Safety in writing as soon as the intent to vacate is known. Mail correspondence to EH&S Radiation Safety, Box 354400 or email [radsaf@uw.edu](mailto:radsaf@uw.edu). Inform Radiation Safety of your new laboratory location, if known. |
|  |  | Discuss arrangements with Radiation Safety (206.543.0463) for the removal of all radioactive waste and to coordinate relocation or transfer of ownership for remaining radioactive materials. |
|  |  | Survey the laboratory with appropriate instrumentation and decontaminate any contaminated areas. |
| **RADIATION SAFETY - *continued*** | | |
|  |  | Leave in place signs, stickers or postings related to radiation safety. |
|  |  | Call Radiation Safety at 206.543.0463 to schedule a ﬁnal closeout survey after material removal and decontamination. |
| ***If the Principal Investigator is leaving the University of Washington, these additional steps must be followed:*** | | |
|  |  | Usage records, including Survey Records, must be updated, ﬁnalized and submitted to Radiation Safety. |
|  |  | Waste disposal records must be ﬁnalized and turned in to the Radiation Safety Ofﬁce. |
|  |  | All radioactive material waste containers must be picked up by Radiation Safety. |
|  |  | Personnel dosimeters must be returned to Radiation Safety. |
|  |  | Termination bioassays must be performed if necessary. |
| **GENERAL SAFETY** | | |
| **Yes** | **N/A** |  |
|  |  | Package non-hazardous lab glass and plastic waste in a sturdy cardboard box, seal with “Laboratory Glass” tape or label as such, and label with PI name. Place alongside your regular waste container for collection. |
|  |  | Collect [sharps waste](https://www.ehs.washington.edu/biological/sharps-and-lab-glass-waste) in red plastic sharps container marked with the biohazard symbol. All sharps containers must be decontaminated prior to disposal. |
|  |  | Remove your items from shared areas. |
|  |  | Contact UW Facilities to wash the laboratory ﬂoors after you have surveyed the ﬂoors and cleaned up any chemical spills or residues properly. |
|  |  | The laboratory is completely empty and clean. |
|  |  | Notify your Building Coordinator that you are vacating your laboratory. |
| **VERIFICATION** | | |

The Responsible Party or Laboratory Manager must sign below to verify that all applicable instructions were followed. Include your new contact information. **Post a copy of this form inside the door near one or more exits of the laboratory.**

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| Name | Title | Room Number(s) |
| Email | | New Phone |
| Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Environmental Health & Safety, Box #354400 Tel: 206.543.7262 | Fax: 206.543.3351 | ehsdept@uw.edu