



Guidance for Laboratory Closure

This guidance material is intended to inform the University of Arizona laboratory workers on the expectations and requirements for closing or otherwise inactivating laboratory space(s) at any UArizona facility. It is imperative to inform RLSS and other UArizona compliance entities (e.g. Risk Management Services, Export Control, etc.) as soon as possible to ensure the compliant and safe decommissioning, transfer, and/or disposal of hazardous materials in your laboratory.

Common situations resulting in a laboratory closure are:

- Transfer to new institution;
- Retirement and/or insufficient funding;
- Transfer/collaboration with another researcher;
- Partial closure (construction, renovation, temporary, etc).
- Preparation for new occupants in former laboratory spaces.

Summary of Laboratory Closure Process

1. Notification of Closure:

Notify RLSS as soon as possible by emailing RLSS-help@arizona.edu; provide laboratory spaces and contact information.

2. Preparing for Laboratory Closure:

Prepare your staff, equipment, and inventory of hazardous materials for disposal and/or transfer.

3. Completing the Laboratory Closure Checklist:

The checklist (pg 3-4), and all applicable actions, must be completed before the closure can be official. Contact RLSS once completed for a final walkthrough of the laboratory and sign off on the checklist. This will be kept in RLSS records and can be shared with the department, building manager, etc.

4. Closure Completed.

1. Notification of Closure

Researchers must notify their department administration, building manager, and RLSS of laboratory closure plans **as soon as possible**. RLSS is better postured to assist in coordinating resources and ensuring compliant disposal, transfer, and/or decommissioning of hazardous materials, facilities and equipment when informed well in advance.



To formally initiate the closure process, please email RLSS (RLSS-help@arizona.edu) with the following information:

- PI Name, Department, and the location(s) that are being closed;
- Reason for closure (e.g. moving to new institution, retirement, etc.);
- Anticipated date of closure (last day in the space(s)).

Once you have contacted RLSS to inform them of the closure, you will be asked to schedule a closure consultation (digital or in-person options are available). At this consultation, RLSS will discuss the closure process and requirements to be met prior to being officially closed.

2. Preparing the Laboratory for Closure

Before beginning laboratory closure operations, laboratory workers should:

- Determine if there are special requirements or practices to be followed in order to safely ramp down research, shut down any critical equipment, prepare laboratory materials and equipment for a transfer or surplus, etc.
 - Ensure lab personnel involved in the closure process are aware of these special requirements and properly trained in how to mitigate their risks.
 - Take extra precautions to ensure licensed and/or registered materials, such as radioisotopes or DEA controlled substances, are handled in a safe and compliant manner.
- Inventory critical research equipment and hazardous materials.
- Ensure emergency equipment (e.g. spill kits, first aid kits, etc.) is available for lab personnel at the time of the closure in the event of unplanned releases of hazardous materials.
- Give advanced notice to Risk Management Hazardous Waste Dept (RMS) for any hazardous waste pickup request. Pickup requests can take 2 days to 3 weeks depending on the waste volume.

During laboratory closure, laboratory workers should:

- Separate equipment and hazardous materials that will be disposed from those that may be transferred to new locations and/or laboratories (if applicable).
- Conduct a final tour of laboratory with RLSS to confirm completion of the Laboratory Closure Checklist.
- Lock all relinquished lab spaces once closeout procedure has been completed.



3. Complete Laboratory Closure Checklist

Laboratory Closeout Checklist

Laboratory Closeout Item	Researcher Review			Follow Up Review		
	Yes	No	N/A	Yes	No	N/A
General Laboratory						
Department administration, building manager, and RLSS have been informed of the closure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RLSS has been consulted for closure questions, concerns, and assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unwanted or broken equipment (e.g. refrigerators, freezers, incubators, centrifuges, vacuum pumps, etc.) has been discarded through UA Surplus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruments, supplies, and equipment (e.g. refrigerators, freezers, incubators, centrifuges, vacuum pumps, etc.) has been cleaned and disinfected, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report any laboratory equipment (e.g. fume hoods, biosafety cabinets, etc.) not performing as intended for maintenance (Contact Facilities Management at 520-621-3000).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials inventories have been updated and provided to relevant parties (shipping vendor, RLSS, collaborators, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (biological, chemical, radiological) have been properly prepared for disposal and arrange a waste pick-up time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A lab “fire sale” or transfer of materials (i.e. chemicals, glassware, and lab supplies) that will not be moved to a new location has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Areas beneath hoods, in shared labs and equipment, and in freezers, refrigerators, cold rooms, and/or bench drawers have been checked for biological, chemical, or radioactive materials that might be left behind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All surfaces and equipment in the lab(s) have been disinfected, cleaned, or decontaminated to assure that no biological, chemical, or radioactive contamination remains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requested RLSS removal of hazard communication postings (e.g. emergency contacts, hazards postings, designated area stickers, etc.) from rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laser Approval						
The transfer, surplus and/or disposal of regulated sources has been coordinated by RLSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All laser hazard labels, signs and other RLSS laser safety postings have been removed by RLSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Laboratory Closeout Item	Researcher Review			Follow Up Review		
	Yes	No	N/A	Yes	No	N/A
Radioactive and Laser Approval						
Coordinate the removal of RAM waste and remaining RAM inventory with RLSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiation detection equipment has been inactivated by RLSS, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final contamination survey scheduled with RLSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All RAM hazard labels, postings and other RAM insignia have been removed by RLSS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological and Plant Approval						
Biological agents have been removed from storage and disposed of according to SOPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Approval						
Removed chemicals from storage. Discarded any empty chemical containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All solid chemicals with original labels have been placed into boxes no larger than 12x12x12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consolidated liquid chemicals in their original containers into one area of the lab. (Do NOT box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lecture bottles and/or hazardous gases have been disposed of appropriately; hazardous gases must not be transferred to a new laboratory without RLSS assessment and approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A vendor has been consulted and assisted in shipping/transporting hazardous chemicals to their new location. (NOTE: Do not ship yourself, as you must have documented training to ship hazardous chemicals; for segregation of chemicals prior to meeting with a vendor; refer to the RLSS Chemical Storage and Segregation Guideline).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals without labels or unclearly labeled that will remain have been properly labeled with a GHS-compliant label.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer of registered and/or licensed materials (e.g. DEA controlled substances, ATF explosives, etc.) to new institution was completed with agents from the regulating/licensing agency (NOTE: DEA controlled substances can be transferred to another research in limited circumstances; please contact RLSS for assistance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory Closeout Item	Researcher Review			Follow Up Review		
	Yes	No	N/A	Yes	No	N/A
Chemical Approval						
Tagged secondary chemical containers with a designated RMS waste tag. Any unknown chemical mixtures have been marked as "Unknown"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



All unwanted and/or expired DEA controlled substances have been disposed of through Risk Management Services or other reverse distributor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lecture bottles and/or hazardous gases have been disposed of appropriately; hazardous gases must not be transferred to a new laboratory without RLSS assessment and approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mercury and mercury containing equipment, including mercury thermometers have been disposed of through Risk Management Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expired and/or old chemicals that may be unstable, such as peroxide formers, have been disposed of through Risk Management Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All gas valves/lines have been closed, cylinders have been capped, and stored or removed appropriately by UArizona Cryogenics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders that remain have been marked, "Empty," "Full," or "In Use."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final walkthrough of the space has been performed and RLSS approves of the closure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Approval

Date of Final Laboratory Walkthrough: Click or tap to enter a date.

Laboratory Personnel Name: Click or tap here to enter text.

Laboratory Personnel Signature: Click or tap here to enter text.

RLSS Personnel Name: Click or tap here to enter text.

RLSS Personnel Signature: Click or tap here to enter text.