



ENVIRONMENTAL HEALTH AND SAFETY

Laboratory Move Checklist

Principal Investigator Name: \_\_\_\_\_

Laboratory location(s): \_\_\_\_\_

(Building and room numbers, including cold rooms, procedure rooms, and shared spaces)

IMPORTANT: Researchers are responsible for complete clean out of all materials (chemical, biological, radiological, waste, etc.), and equipment. This includes both removing those materials AND properly disinfecting work surfaces along with any university-owned equipment that will remain. Any materials remaining in the laboratory will be discarded and the cost associated with clean-out, disinfection, and disposal will be charged back to the researcher, or to the department or division to which the researcher belonged.

Table with 2 columns: Question, Answer. Rows include: Environmental Health and Safety (EHS) has been notified, Will you be leaving the university or moving within the University?, Estimated date of re-location

Hazardous Materials/DEA Controlled Substances:

Table with 3 columns: Task, Date Completed, Initials. Rows include: All non-waste chemicals have been removed from the laboratory, A chemical waste disposal request has been submitted for all chemical wastes and unwanted chemicals to ehs.hazmat@ucdenver.edu, Chemical storage cabinets, drawers, bench tops, and shelves have been cleaned with an appropriate disinfectant, Fume hoods are empty and all surfaces have been cleaned with an appropriate disinfectant, Researchers cannot remove any 200 or 190 proof ethanol that has been purchased through the Tax Free Alcohol sales from University property - this must be disposed of through EHS, Update DEA registration prior to the relocation of controlled substance permanent storage, DEA controlled substances are removed from the laboratory through the EHS Reverse Distributor group (ehs.hazmat@ucdenver.edu), All compressed gas cylinders and lecture bottles that are not moving have been returned to the supplier or have been disposed of through EHS

Radioactive Materials:

If your laboratory works with radioactive materials, you must complete the Radiation Safety document RSF-009 Ram Lab Close Out Checklist.

**Biological Materials:**

	Date Completed	Initials
Maintain an inventory of all biological specimens to be moved (if applicable)		
All biological materials and waste are removed from the laboratory		
Terminate active protocols (IBC, IACUC, etc.) or update to reflect new location		
Notify OLAR and make housing arrangements for existing laboratory animals		
Equipment used to store or manipulate biological material has been properly decontaminated		
Biological Safety Cabinets (BSCs) have been decontaminated by qualified contractor before moving and recertification is scheduled after relocating		
Biological Safety Cabinet PI User Form is updated if the BSC is staying at the university ( <a href="http://www.ucdenver.edu/research/EHS/biosafety/biosafetyform/Pages/biosafetyform.aspx">http://www.ucdenver.edu/research/EHS/biosafety/biosafetyform/Pages/biosafetyform.aspx</a> )		

**Refrigerators, Freezers, Cold Rooms, Laboratory Spaces, and Equipment**

	Date Completed	Initials
Refrigerators, freezers, cold rooms, and equipment must be completely emptied of all contents by researchers		
Green Tag all refrigerators, freezers, cold rooms, laboratory spaces, and equipment ( <a href="http://ucdenver.edu/greentag">ucdenver.edu/greentag</a> )		

**Laboratory Worker Status:**

List all current laboratory workers and indicate if they will continue working at the university and whom they will work for if known (if there are more than five please list at the end of this document).

Worker Name					
Remaining (Yes or No)					
PI they will be working for:					

PI/Laboratory contact: \_\_\_\_\_ Date: \_\_\_\_\_

EHS contact: \_\_\_\_\_ Date: \_\_\_\_\_