



Laboratory Closeout Checklist

Directions: Please complete this checklist to closeout your laboratory or research project at least **two weeks prior to your departure** from Meharry. All **researchers MUST follow** this checklist to safely and efficiently close a laboratory operation. More specific activities may need to be completed depending upon the hazards and reagents used in your research program. Contact the Environmental Health and Safety office (615-327-6642) for any information or help you might need. Submit the completed checklist to:

Email to Dr. Awadh Binhazim, Associate VP for Research Facilities and Infrastructure at abinhazim@mmc.edu

1. General Responsibilities

- ☐ Notify your department head, lab supervisor, and Environmental Health & Safety (EHS) office of your departure date.
- ☐ Designate a responsible person to assume ongoing lab duties (if applicable).
- ☐ Submit a final inventory of chemicals, biological agents, and controlled substances.
- ☐ Notify the Office for Research and Innovation of your departure.

2. Chemicals & Hazardous Materials

- ☐ Dispose of all unwanted chemicals through EHS or designated hazardous waste program.
- ☐ Ensure all retained chemicals are properly labeled with full chemical names and hazard warnings.
- ☐ Return or arrange disposal of gas cylinders.
- ☐ Remove chemicals from refrigerators, freezers, and cabinets.
- ☐ Clean up all chemical residues and secondary containment.

3. Biological Materials

- ☐ Decontaminate all biological materials before disposal.
- ☐ Autoclave or dispose of all biological waste as per biosafety level requirements.
- ☐ Update or dispose of stored samples in freezers, incubators, or liquid nitrogen tanks.

- ☐ Document disposition of all strains, cultures, and biological agents.
- ☐ Clean and disinfect biosafety cabinets and related equipment.

4. Radioactive Materials (if applicable)

- ☐ Dispose of radioactive waste per Radiation Safety protocols.
- ☐ Return unused radioactive sources to Radiation Safety Office.
- ☐ Perform and document radiation contamination surveys.
- ☐ Remove radiation signage (with approval).

5. Lab Animal Colonies & IACUC Protocols

- ☐ Notify the Institutional Animal Care and Use Committee (IACUC) of the PI's departure.
- ☐ Submit a formal closure request for all active IACUC protocols under your name.
- ☐ Ensure all animal colonies are reassigned to another approved PI, or humanely euthanized following IACUC-approved methods.
- ☐ Clean and disinfect any cages, rooms, or procedure areas used by your lab.
- ☐ Return surgical and restraint equipment to the animal facility (if borrowed).
- ☐ Transfer or dispose of veterinary drugs and controlled substances appropriately.

6. Equipment & Instruments

- ☐ Decontaminate all lab equipment (centrifuges, incubators, etc.).
- ☐ Tag damaged or inoperative equipment for repair or disposal.
- ☐ Remove or transfer personal tools or devices.
- ☐ Leave operating manuals and calibration records behind for successors.

7. Controlled Substances

- ☐ Notify the DEA-registered PI and EHS for transfer or disposal procedures.
- ☐ Conduct and document a full inventory of controlled substances.
- ☐ Complete DEA Form 41 for destruction of unneeded substances (if required).
- ☐ Return logbooks and secure storage devices.

8. Documentation and Records

- ☐ Archive research records, lab notebooks, and experimental data (paper and digital).

- ☐ Transfer access to cloud storage, databases, or shared drives.
- ☐ Submit final project reports if externally funded.
- ☐ Return all university property, including keys, badges, and access cards.

9. Shared Spaces and Storage

- ☐ Empty all personal and lab-assigned storage, cabinets, refrigerators, and freezers.
- ☐ Return any shared reagents, supplies, or equipment to designated locations.
- ☐ Ensure cold storage units are emptied, defrosted, and cleaned if not in use.
- ☐ Remove labels and signage from vacated spaces.

10. Final Walkthrough & Clearance

- ☐ Schedule a final walkthrough with: EHS representative, IACUC Compliance Office (if animals were used), Lab Manager, or Supervisor.
- ☐ Complete any clearance or certification forms required by the institution.
- ☐ Obtain final sign-offs for lab decommissioning.

Please Print your name, sign, and date below

Principal Investigator:

Building and Room number(s):

Person(s) performing closeout walk through:

Department Chair/Director:

Environmental Health and Safety: