

Environmental Health and Safety
Title: Laboratory Close Out SOP
Document #: EHS-700-03
Version #: 02
Approved by EHS Date: 28 July 2025

I. Purpose:

The purpose of this document is to provide guidelines for closing a laboratory and preparing it to be handed over to a new faculty member or to facility/contractors for renovations.

II. Scope:

This document applies to the closeout procedure for laboratory space when a faculty leaves UNT HEALTH, relocates to a new area or laboratory renovations and repairs.

III. Responsibility:

- **Principal Investigator** is responsible to ensure all procedures are followed to remove all material and equipment from the laboratory. The PI is responsible to work with EHS and Property services and their department, to organize any shipment of equipment and material to their new institution is applicable.
- **Laboratory personnel** have the responsibility to remove all hazardous material, prepare all equipment for relocation or shipping and removal of all supplies.
- **Environmental Health and Safety personnel** are responsible to assist the PI and their staff during the closeout process to ensure proper disposal of hazardous material and decontamination of equipment. EHS is responsible to conducting a final walkthrough of the space before it is release for new occupancy or renovations.
- **Facilities Management personnel** are responsible to conduct a walkthrough prior to commencing work and report any unsafe conditions to EHS

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IV. Personal Protective equipment

Staff must wear proper PPE when cleaning out a laboratory. PPE will include at minimal:

- Lab coat/gown
- Nitrile gloves
- Safety glasses or face shield.

V. Procedures

a. Biological material

- Biological material that is no longer needed must be disposed of following the methods described in the approved IBC protocol.
- Biological material that needs to be transferred to another location on campus must be packaged in accordance with the biological safety manual.
- Biological material that needs to be shipped/transported to a different institution, must:
 - Be packaged in accordance with IATA and DOT regulations. Only certified shipper can package material for transportation. Contact EHS for additional information on training requirements.
 - Have the appropriate USDA, CDC, Wildlife and Fishery, export control permits as applicable.
 - Have the appropriate MTA on file with UNT HEALTH
 - If moving full freezers, only approved transporters can be used and EHS must be notified.

b. Chemicals

- Chemicals that are no longer needed need to be properly segregated and an EHS pick up request submitted, this includes DEA controlled substances.
- Chemicals that need to be moved to a different location on campus must be properly packaged to minimize the risk of spill- EHS must be notified.
- Chemicals should not be shipped/transported to a different institution. Only certified hazardous transporters can be used and EHS must be notified.

c. Radioactive material

- Contact EHS to dispose, relocate radioactive material on campus.
- Radioactive material cannot be shipped/transported to a different location.

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d. Equipment

All laboratory equipment must be properly decontaminated prior to being packed and moved. Follow the Lab equipment relocation removal SOP.

Small equipment such as pipettors must also be decontaminated prior to packing.

e. Laboratory supplies

All laboratory supplies should be packaged to relocation, donated to other laboratory on campus or disposed of.

f. Waste containers

All biohazard, chemical, radioactive, broken glass and general trash containers must be removed from the laboratory.

g. Laboratory cleaning

All drawers, cabinets, shelves must be cleared of all material and supplies. All benchtops should be wiped down with appropriate disinfectant.

h. Laboratory closeout

Once the laboratory is completely empty contact EHS safety@unthsc.edu to schedule a final walkthrough. Once the space has been cleared by EHS the close out form in appendix 1 will be placed on the door and the space can be reassigned or turned over to facility for renovation.

If the form is not present on the door contact EHS for confirmation the space is ready for new activity. For form might have fallen off the door.

VI. References

- Freezer Defrosting-EHS-700-02-v2
- Lab equipment relocation removal SOP-EHS-700-01-v2
- Lab-Equipment-Relocation-Removal-Form -July 2025

VII. Version revisions

Initial approval 28 May 2025

Revised 28 July 2025 updated to new brand and made accessible

APPENDIX I

**This Laboratory has
been closed out by EHS
and is ready to be
reassigned.**

Lab location: _____

EHS Name: _____

EHS signature: _____

Date _____