

# Laboratory Closure Procedure Checklist

Purpose: The laboratory closure procedure is designed to ensure that the Department Principal Investigator, certifies that all hazardous equipment and items that may pose a potential chemical, radioactive, biological, or environmental hazard to people or the environment have been removed, decontaminated, or disposed of appropriately. The "Date Completed" column. Non-compliance with the lab closure procedure can result in the lab being transferred to the department or Principal Investigator.

Upon completion of the closure procedure, please email the signed form to the laboratory safety officer (safety@wcu.edu)

\_\_\_\_\_ ) or send via intercampus mail (Safety Office/Facilities Management) When the form is received, the Safety Officer will conduct a walk-through of the lab space to ensure that all hazardous materials have been removed.

Useful Resources: [Lab Hazard Waste Program](#) and [Laboratory Safety Webpage](#)

Principal Investigator
Department:

BIOLOGICAL MATERIALS	Date Completed	N/A	Initials
All biohazardous waste materials have been autoclaved and removed for disposal			
Biological agents/cultures have been removed from materials remaining in the lab, responsibility has been assigned to:			
Laboratory surfaces have been decontaminated with an appropriate disinfectant			
Biosafety cabinet has been cleared of all materials and decontaminated with an approved disinfectant.			
LABORATORY EQUIPMENT	Date Completed	N/A	