



Laboratory Checkout/Intent to Vacate Form

This form shall be completed by the Principal Investigator or the designee and emailed directly to EHS at ehs@uh.edu.

This is to officially notify the Environmental Health and Safety Department of intent to:

- Permanent closure of laboratory – laboratory shut down or PI leaving the institution
- Laboratory relocating within UH campus to [Building(s) & Laboratory Room(s) #]: _____

PI and Laboratory Information:

Vacating Principal Investigator’s Name (Last, First): _____

Department: _____

Vacating laboratory locations [Building(s) & Laboratory Room(s)]: _____

Anticipated date laboratories will be vacated: _____

Checklist	Completed	Acknowledged and will proceed	Not Applicable
Chemicals			
<ul style="list-style-type: none"> • Identify all hazardous chemicals for disposal, including investigation of unknown chemicals in all your laboratory locations, including the shared spaces. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • All hazardous chemicals in the chemical inventory are accounted for. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If redistributing hazardous chemicals, contact EHS for proper procedures. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Confirm that all unwanted materials and surplus chemicals have been removed or waste pick-up request submitted. Be sure to check all drawers, cabinets, cupboards, refrigerators, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Clean and decontaminate benchtops, furniture, other surfaces, laboratory hoods, storage cabinets, and other fixed equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Cylinders/Lecture Bottles			
<ul style="list-style-type: none"> • Identify contents of cylinder(s) even if “empty.” 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Remove regulators and manifolds. Secure and cap all cylinders and bottles. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Return cylinder(s) to supplier(s). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Submit a waste pick-up request for non-returnable bottles. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty Containers and Glassware			
<ul style="list-style-type: none"> • For empty containers that previously held chemicals that react with air or water to release toxic gas or cause an explosion, submit a waste removal request to EHS. Keep the container closed and labeled. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEA Controlled Substances			
<ul style="list-style-type: none"> • Contact EHS regarding destruction or disposal. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If moving location, obtain approval from DEA prior to the move. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laser Equipment			
<ul style="list-style-type: none"> • Equipment is being transferred to another PI (name/location): _____ 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Checklist (continued)	Completed	Acknowledged and will proceed	Not Applicable
<ul style="list-style-type: none"> Equipment is being moved to another location on campus: 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment is being relocated outside the University. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The following equipment is being disposed of and the Laboratory Equipment Safety Clearance Form should be filled and submit to EHS at ehs@uh.edu. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive Materials			
<ul style="list-style-type: none"> Evaluate and sort radioactive materials for moving or disposal. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Package all surplus and waste radionuclides in approved and labeled waste containers. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Submit a waste pick-up request for the radioactive materials. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Remove all radioactive signs, stickers, postings, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal and Human Tissue			
<ul style="list-style-type: none"> Dispose of research animal carcasses and tissue via UH/ACO approved methods. If tissues are in a preservative, submit a waste pick-up request. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microorganisms, Cultures, and rDNA			
<ul style="list-style-type: none"> Evaluate and sort biologicals into these categories: move, research materials to preserve, and waste. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Follow protocol and UH procedures for on-site disposal of biological material and waste (e.g., disinfect, autoclave) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Clean and disinfect benchtops, furniture, other surfaces, biological safety cabinets, gloveboxes, storage cabinets, and other fixed equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory Equipment			
<ul style="list-style-type: none"> For refrigerators, freezers, and other movable equipment that may be contaminated with chemicals, biologicals, or radiological materials, EHS must clear before they can be moved or given to surplus. Ensure Laboratory Equipment Safety Clearance Form be filled and submit to EHS at ehs@uh.edu. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Principal Investigator’s Agreement

I certify that I have reviewed the items listed on this checklist and will ensure that all necessary actions are completed in accordance with the guidelines before my departure date.

 Principal Investigator’s Signature

 Date:

Department Head/Designee

I am aware of the status of the laboratory(s) being vacated and I understand that I am responsible for the laboratory space and contents of the vacated laboratory(s).

 Department Head’s/Designee’s Signature

 Date: