

## OSUCCC Laboratory Closeout Checklist

Building: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 PI Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 Room(s): \_\_\_\_\_  
 PI Signature: \_\_\_\_\_

ITEM	YES	NO	N/A
Submitted an off-boarding request to the OSUCCC Space, Operations, and Projects (SOP) team using this link: <ul style="list-style-type: none"> <li>• <a href="https://onlinerequest.facsur.com/osu/d04ee36e-6724-4901-a295-bbc4eef72391">https://onlinerequest.facsur.com/osu/d04ee36e-6724-4901-a295-bbc4eef72391</a></li> <li>• For Request Type, please select "10 – Offboarding of Faculty."</li> </ul> NOTE: if you want to take equipment or other items to your new institution, you must note this in the request. Please attach a list of items you want to take.			
I understand I cannot remove anything from my lab(s) and office(s) without written approval from the SOP team.			
If I'm planning to take equipment, supplies, reagents, or other items to my new institution, I have received written approval of items I can take from the SOP team.			
Notified EHS representative whether leaving or relocating within OSU.			
Completed the Environmental Health and Safety Requirements (Including closed out radioactive material (RAM) use in lab): <b>General, Biological, Radiation, Chemical:</b> <a href="#">laboratory relocation closeout checklist 1.pdf (osu.edu)</a>			
All hazardous chemicals and biohazard waste have been removed from the lab by EHS. (Requests should be initiated through <a href="https://ehs.osu.edu/secure/apps/">https://ehs.osu.edu/secure/apps/.</a> )			
You have worked with your college (COM, Arts and Sciences, Pharmacy...) on material transfer agreements (MTAs) and other approvals as necessary. *COM faculty must complete the COM off-boarding process found at this link: <a href="https://go.osu.edu/labcloseout">https://go.osu.edu/labcloseout</a> For additional COM information, please visit: <a href="https://onesource.osumc.edu/sites/COMOHSResources/Documents/COM%20OR%20Onboarding%20%20Off-Boarding%20Guidance%20Document%20FINAL1.pdf">https://onesource.osumc.edu/sites/COMOHSResources/Documents/COM%20OR%20Onboarding%20%20Off-Boarding%20Guidance%20Document%20FINAL1.pdf</a>			
Animal housing – notified ULAR and terminated existing protocols via e-protocol.			
Cleaning Requirement: <b>All space</b> that was assigned is cleaned, detailed, and decontaminated. For all chemical and biological locations, be sure to clean and wipe out drawers and cabinets with soap and water. All benchtop surfaces and shelves have been wiped down with 70% alcohol, and all stickers/tape removed. In addition to lab bays, must clean all areas used in tissue culture and cold rooms. <i>Must clean and decontaminate Fume Hoods/BSC's properly.</i> Please contact CCC SOP if lab members are unable to do this and help is necessary.			
The following equipment has been decontaminated:			
Refrigerator(s) and freezer(s)			
Storage cabinet(s)			
Bench top(s)			
Fume hood(s)			
Biological safety cabinet(s) or clean bench(es)			
Computer(s) – CCC IT has been contacted for removal. Please contact: <a href="mailto:Scott.Harris@osumc.edu">Scott.Harris@osumc.edu</a>			
Phone(s) – SOP team has been contacted with phone and room number.			
All Badges and Keys have been returned to SOP Team. Access Removal is submitted to online request page (link is above in first box; use #8 for Request Type) List of lab staff leaving OSU or transferring to another lab/department should be included (or attached) to request.			
Gas cylinder(s) have been returned to Stores. Phone number to contact: 614-292-2543			
All lab postings have been removed. (Only RS may remove RAM signs.)			
<b>REMINDER:</b> "During this process, all spending on cancer center funds stops unless <i>authorized by the OSUCCC.</i> "			
Comments:			