EHS Criteria for Area Closeout

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The following criteria and conditions must be met for EHS to certify and approve closeout of your space. **You must contact EHS to conduct and document a Closeout Certification.**

**Request this service via LionSafe (Report/Request 🡪 General Request)**

**Chemical Materials**

* Compressed gas cylinders or liquified gases have been removed from the lab.
* Cylinder regulators and lines, instruments, or equipment have been purged of materials, chemicals, or gases.
* To my knowledge, any fume hoods in which perchloric acid has ever been used have been identified to EHS for evaluation.
* All chemicals have been transferred to a new lab, another Penn State PI, or disposed of appropriately through EHS guidance. If needed, see EHS guidance regarding bulk chemical clean-outs.
* The Principal Investigator has transferred all DEA controlled substances to their new lab or disposed of the material in accordance with DEA license requirements and EHS.

**Biological Materials**

* All biological safety cabinets have been evaluated by EHS and suggested decontamination protocols were followed whether they were moved or not.
* All biological materials have been transferred to a new lab, another Penn State PI, or disposed of appropriately.

**Radioactive Materials**

* If the Principal Investigator has or had an active UIC authorization, the PI has:
* Coordinated with EHS-Radiation Protection regarding the status of their authorization and whether this will be revised, closed, or transferred to another individual.
* Worked with the EHS-Radiation Protection Office to either transfer the lab space to another Principal Investigator or to complete decommissioning of the lab or workspace.
* Maintained any radioactive material, radiation area, or other radiological posting signs unless specifically instructed by EHS to remove it.
* Coordinated with EHS to have surveys performed of any contaminated or potentially contaminated items prior to transferring these to another location or designating them for disposal or salvage.
* If the Principal Investigator was assigned dosimetry, they have worked with EHS -Radiation Protection to develop a plan to relocate, transfer, or return all dosimeters to EHS prior to departure.
* The Principal Investigator has contacted the EHS-Radiation Protection Office regarding any radioactive materials in their possession. This encompasses items that need to be shipped, transferred, or disposed of – including Generally Licensed items with internal radiation sources such as Gas Chromatographs, Electron Capture Devices, and Liquid Scintillation Counters.
* The Principal Investigator has notified the EHS Radiation Protection Office of current or pending changes in ownership, status, or location related to radiation producing equipment (including x-ray units, and lasers/laser systems).

**Industrial and Machine Shops**

* All shop machines are disconnected from power sources
* Any hoist/crane that will no longer be used or will be removed from service has been reported to EHS.

**General:**

* All hazardous materials, including biological, chemical, or radioactive, to be transferred to a site other than your current campus location, have been packaged, labeled, documented, and shipped by trained personnel and in accordance with Department of Transportation and other applicable regulations. EHS has been involved in the transfer.
* All surfaces and equipment in the lab(s) have been disinfected, cleaned, or decontaminated to assure that no biological, chemical, or radioactive contamination remains. Any remaining or transferred laboratory equipment have a Laboratory Equipment Clearance Form completed and attached to it.
* All equipment has been transferred to my new lab, another Penn State PI, or disposed of appropriately as directed by my department.
* All sharps have been removed from the lab(s) or properly disposed of.
* If leaving the University, the Office of Sponsored Programs [*Checklist for Departing Researchers*](https://www.research.psu.edu/Checklist_for_Departing_Researchers_Offboarding_Departing_Faculty) has been completed.
* LionSafe information has been updated accordingly (e.g., chemical inventory, equipment information)
* OPP was notified about building equipment and products with useful life as to inventory, store, or maintain for re-use.