

LABORATORY CHECKOUT / TRANSFER FORM

Principle Investigator/Faculty/Contact Info: _____

Building: _____ **Lab(s)/Room #:** _____

Contact #: _____

Checklist:

Submit notification to your lab coordinator and EHS at least 4 weeks prior to lab checkout/transfer.

	YES	NO	N/A
<input type="checkbox"/> Inform EHS of your intended move/departure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Confirm all chemicals have been identified, inventoried and properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Waste, Hazardous Waste and surplus chemicals have been removed from inventory and placed in the designated satellite accumulation area with appropriate documentation. Contact EHS for guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transfer surplus chemicals/compressed gas to other Principle Investigator/Faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name of Principle Investigators/Faculty receiving the chemicals/compressed gas:			

<input type="checkbox"/> Return gas cylinders to supplier (non-returnable cylinders may be disposed of through EHS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Are gas cylinders Usable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Are gas cylinders Empty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Select Agent Toxins, DEA controlled substances and other lab products, specimens, etc. have been decontaminated, destroyed with waste disposed of as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transfer surplus radioactive stocks or sealed sources to another authorized Permit within TTU and remove item(s) from inventory/registration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dispose of all waste radioactive material through EHS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Decontaminate biosafety cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Remove biohazardous materials (cultures, frozen stocks, tissues, etc.) by proper transferring to another investigator, autoclaving or incineration as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Clean, disinfect and decontaminate all laboratory surfaces and equipment including fume hoods, biosafety cabinets, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ensure that all garbage, laboratory supplies, glassware, books, binders and debris are removed from the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Equipment to be sent to surplus has been properly decontaminated and a work order has been submitted for pick up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Return all Keys to either Facilities, Head of the Department or Designated Representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Laboratory Walk-Through and Clearance

Laboratories are cleared for checkout, change in use, or renovation after sections below are signed by Principle Investigator/Faculty, Department Chair, and EHS representatives. Any outstanding issues must be resolved prior to final decommissioning.

Walk-Through Observations /

Notes: _____

A new researcher may not take possession of the laboratory until approved by all parties listed below.

Vacating/Incoming Principle Investigator/Faculty Signature Date

Department Chair/ Lab Safety Officer Signature Date

EHS Signature Date

Submit completed forms to [EHS @tntech.edu](mailto:EHS@tntech.edu)