

PI or PI-designee: Complete the checklist below and send to hazmat@usc.edu for review.

INFORMATION						
Date:		Building/Room:				
Department:			School:			
PI Name:						
Lab Manager:						
RESEARCH MATERIALS	INITIAL SURVEY			FINAL SURVEY		
	Yes	No	N/A	Yes	No	N/A
1. Biological materials and samples (including animal/human tissues) were inventoried.						
2. Samples were transferred to other researchers.						
3. Unwanted samples/biomaterials were autoclaved or made safe by other approved methods before disposal.						
4. Biosafety was consulted regarding proper closeout procedures for registered select agents.						
5. Biosafety was immediately notified of legacy select agents discovered in the lab.						
Questions? Contact biosafety@usc.edu or (323) 442-2200						
6. All chemicals and samples were removed from refrigerators, freezers, cold rooms, storage rooms, and shared labs.						
7. New or usable chemicals were transferred to other PIs. RSS or EHSA was updated to reflect the transfer.						
8. All gas cylinders and liquid nitrogen Dewars were returned to the manufacturer(s)/service provider(s).						
9. Chemicals and other materials were removed from storage compartments beneath fume hoods.						
10. Chemical inventory is up to date.						
11. Empty glass containers were: (1) defaced, (2) triple-rinsed, (3) discarded into a clean glass box, and (4) picked up by FPM or custodial staff.						
Questions? Contact labsafety@usc.edu or (323) 442-2200						
12. EH&S (ehs-cs@usc.edu) was notified of your intention to terminate your Controlled Substance Use Authorization application.						
13. Controlled substances in your possession were transferred to other authorized DEA registrants or disposed of per EH&S Controlled Substances Program procedures . NOTE: CS Waste Disposal Request Forms must be completed and submitted six weeks prior to planned lab closure.						
14. EH&S ehs-cs@usc.edu was notified of legacy controlled substances discovered in the lab.						

Questions? Contact ehs-cs@usc.edu or (323) 442-2200

RESEARCH MATERIALS continued	INITIAL SURVEY			FINAL SURVEY		
	Yes	No	N/A	Yes	No	N/A
15. Radioactive materials (RAM) were transferred to other authorized researchers.						
16. RAM inventory is up to date.						

Questions? Contact radsafety@usc.edu or (323) 442-2200

Contact hazmat@usc.edu or (323) 442-2200 for assistance with hazardous waste disposal procedures and hazardous materials shipment off campus (contact Facilities Planning and Management CRC UPC: 213.740.6833 as an alternate)

LABORATORY SPACE AND EQUIPMENT	INITIAL SURVEY			FINAL SURVEY		
	Yes	No	N/A	Yes	No	N/A
1. All drawers and cabinets were emptied and cleaned.						
2. All laboratory surfaces were decontaminated.						
3. All biosafety cabinets were decontaminated per USC-vendors and scheduled for relocation/disposal.						
4. All lab equipment (e.g., freezers, refrigerators, incubators, and ovens) that housed chemical, biological, or radioactive materials was decontaminated. Warning labels were defaced or removed.						
5. All lab equipment used for radioactive materials work was decontaminated. Contamination surveys were performed to ensure removal.						
6. EH&S HazMat was notified of all mercury-containing equipment (e.g., thermometers, barometers) that was discovered in the lab.						
7. Perchlorate fume hoods were tested for perchlorate residue by EH&S HazMat.						
8. All fume hoods were decontaminated.						
9. All lab areas were surveyed for radioactive contamination.						
10. All broken and unwanted glassware (clean and contaminated) was segregated into appropriate waste containers and removed from the lab.						
11. All sharps (clean and contaminated) were disposed of in appropriate sharps containers and removed from the lab.						
12. The laboratory areas are generally clean and hygiene acceptable.						
13. Other (describe):						