

# Laboratory Cleanout Checklist

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

## Checklist

- Ensure proper personal protective equipment is available and used during all cleanout procedures.
- Ensure proper waste or radiation disposal procedures are followed. Contact UNI Environmental Health and Safety (EH&S) office with any questions.
- Conduct a thorough inventory of all chemicals or radioactive materials in the space. Check in all cupboards, cabinets, flammable cabinets, hoods and refrigerators.
- Redistribute non-radioactive chemicals that are still usable to other areas in the department or college. An inventory of redistributed chemicals should be provided to EH&S. **Under no circumstances are radioactive materials to be redistributed.**
- Return compressed gas cylinders to the distributor or supplier. Lecture bottles in good condition can be redistributed to other areas in the college. If rusted or otherwise damaged, they should be considered hazardous waste.
- An inventory of any controlled substances should be given to EH&S. Controlled substances must be disposed of in accordance with state and federal guidelines. Contact EH&S with any questions.
- An inventory of biological materials should be conducted. Usable material can be transferred to another area of research if desired by another researcher. Unwanted or unusable material must be properly disposed of by the responsible academic department.
- Contact the Radiation Safety Officer about proper disposal of radiological material.
- Ensure Hazardous Waste is properly packaged with an appropriate closure and labeled according to University policy. Material Safety Data Sheets (MSDS) should be obtained for all hazardous chemicals.
- Unknown wastes should be isolated from other chemicals and characterized as completely as possible. This list should be given to EH&S.
- After approval from EH&S a work request should be emailed to UNI Transportation to have the waste transferred to the UNI Hazardous Waste Facility.
- Final approval completed by EH&S.
- Copies of this signed and dated checklist are to be kept in the Department Office and in EH&S.

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

EH&S representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**UNI ENVIRONMENTAL HEALTH AND SAFETY OFFICE**  
**273-7269**

[www.vpaf.uni.edu/ehso/index.shtml](http://www.vpaf.uni.edu/ehso/index.shtml)