## **ABI Laboratory/Office Close-out - Checklist**

1.	Laboratory Facility			
	All equipment on inventory list provided by ABI Research Technology Manager has been verified and remains in lab.			
	All supplies remain in lab and stored appropriately. A list has been provided to ABI Director/Administration.			
	Laboratory and specific spaces utilized are back to its original/standard design (cabinets, benches, handles), and lab is stain free.			
2.	Disinfection of Equipment and Surfaces			
	Laboratory benchtops, storage cabinets, drawers, floors, areas under sinks, sinks, telephones and door handles have been cleaned and are free of hazardous contamination.			
	Laboratory equipment (e.g., micropipettes, centrifuges, water baths, other) has been cleaned and is free of chemical, biological or radiological contamination.			
	Refrigerators and freezers are empty of materials and have been cleaned and disinfected. Arrangements have been made with ABI Technology Manager to properly store items that needed to refrigerated/frozen.			
	Chemical fume hoods have been cleaned and are free of chemical contamination. All materials within chemical fume hoods have been removed; surfaces are cleared. Arrangements have been made with ABI Technology Manager to properly store items that needed to be placed in fume hoods.			
	Biological safety cabinets and clean bench hoods have been cleaned and are free of hazardous contamination. All materials within the cabinet/hood have been removed; surfaces are cleared.			
3.	Biological Research Materials			
3.1	.Live Animals			
	All remaining animals have been euthanized.			
	Equipment and supplies used for the research with animals have been inventoried. A list has been forwarded to ABI Administration and to the Animal Facility Manager.			
3.2	.Animal Cell/Tissue Samples			
	Animal cell/tissue samples have been properly neutralized and disposed.			
	Samples on slides and needles have been placed in red sharps containers and properly disposed.			
3.3	.Plant Material			
	Plant materials including seeds and soil have been properly discarded.			
	Equipment, supplies, and chemicals used for plant research have been inventoried. A list has been forwarded to ABI Administration and to the Greenhouse/Growth Chamber Manager.			

3.4	.Microorganisms and Cultures					
	Microbiological cultures have been properly decontaminated and disposed.					
4.	Chemicals					
	An inventory list of all remaining chemicals has been provided to ABI Administration.					
	All containers of chemicals are securely closed and properly labeled with the name of the chemical					
	Chemical waste has been disposed of in accordance with the ASU EHS guidelines.					
5.	Radioactive Materials					
	All radioactive materials have been depleted or disposed. Records have been forwarded to the ASU Radiation Officer and ABI Administration.					
	An authorized permit holder will use remaining radioactive materials. The ASU Radiation Officer has approved the transference and records have been provided to ABI Administration.					
	Personal radiation dosimeters (badges and rings) have been returned to the ASU Radiation Officer A return record from the Radiation Officer has been provided to ABI Administration.					
6.	Controlled Substances					
	All remaining controlled substances (drugs/narcotics) have been inventoried and transferred to the Animal Facility Manager. ABI Administration has been also notified.					
7.	Gas Cylinders					
	Gas cylinders have been returned to vendors. Accounts with suppliers are closed and copies of closing account have been provided to ABI Administration.					
8.	Shared Areas					
	No research materials (equipment or supplies) are left in shared areas throughout ABI (e.g., autoclaving/washing room, liquid nitrogen storage room, animal/plant tissue/cell culture rooms).					
9.	Computer Equipment and Office Items					
	At the request of the department that purchased the computer, ASU Information and Technology Services (ITS) has wiped computer hard drives.					
	All computers, scanners and printers have been returned to the department that purchased the equipment.					
	Any remaining office supplies have been returned to the department that purchased the supplies.					
	Cisco IP phones remain in the office/lab/post-doc spaces.					

10.	Post-Doc Space and Personal Items					
	Post-doc desks have been cleaned.					
	Personal articles and other non-university/ABI property items have been removed.					
11.	Keys and Pcards					
	All ABI keys assigned to the PI and their staff/students have been returned to ABI Administration					
□ Procurement Cards (Pcards) and final log have been returned to Procurement Services.						
12.	Transfer or Moving of Items					
	Borrowed items from other laboratories and/or institutions have been returned to the original owner. Copies of documents have been provided to ABI Director/Administration.					
	There is a plan to move a grant or grants to another institution. Details have been discussed with ABI Director and approval has been obtained from the Vice Provost for Research. Copies of approval documents (including detailed list) have been provided to ABI Administration.					
Lis	t of individuals participating in final walk-thr	ough:				
Wa	alk-through observations/notes:					
	cknowledge that all requirements pertaining to I laboratory space have been completed.	o the decommissioning	and clearance of all assigned			
De	parting Researcher (Printed Name)	Signature	Date			
Sup	pervisor (Printed Name)	Signature	Date			
AB	I Director/Administrator (Printed Name)	Signature	Date			