

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 hood.
- 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.

