

# Research Laboratory and Office Decommissioning & Departure Checklist

This checklist is designed to guide outgoing and retiring faculty members and department chairs through the laboratory decommissioning process, and office vacating process. This ensures the laboratory and office space is left safe, compliant, and ready for future assignment. The items below are broken into suggested timeframes that suggest the minimum amount of time required. We encourage you to reach out to partners as early as possible to make the transition as smooth as possible.

**Deadline:** All tasks must be completed and signed off by June 30 of the retirement year or as negotiated.

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

Department: \_\_\_\_\_

Office Location(s):\_\_\_\_\_

Lab Location(s):\_\_\_\_\_

Target Completion Date: \_\_\_\_\_

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## As Early as Possible

- **Notify Department Chair:** You are encouraged to announce retirement from research or the College as early as possible and confirm plans to vacate both research space and office locations.

## (1 Year-6 Months Prior)

- **Contact EHS (Environmental Health & Safety at [ehs@union.edu](mailto:ehs@union.edu)):** Schedule a preliminary lab assessment to identify hazardous materials requiring special disposal protocols.
- **Contact Facilities:** Request a walkthrough to identify any building repairs or infrastructure issues that need addressing before departure.
- **Research Team Plan:** Establish a timeline for students/collaborators to wrap up experiments, organize data, and clean their specific Lab and bench areas.
- **Identify Support Resources:** Work with department chair and facilities to schedule boxes, shredding bins, recycling, large equipment disposals etc. See helpful links below
- **Reconcile Accounts:** Estimate final expenses and settle final charges to lab, department and R&T accounts. All remaining R&T funds will be returned to the dean of the faculty as of retirement or resignation date.
- Identity and plan transition, access and permissions needed for things such as Google Drives, Network Drives, local padlocks, digital software, Key etc...

## 3 Months Prior

### Chemicals & Hazardous Materials

- **Chemical Inventory Audit:** Arrange with the Dept. Technician to reconcile the physical inventory with the College's chemical inventory program. If a technician does not exist for the department, contact [ehs@union.edu](mailto:ehs@union.edu).
- **Chemical Waste Disposal:** Submit a waste removal request. **Do not** pour chemicals down the drain or dispose of them in regular trash.
- **Chemical Transfer:** If transferring usable chemicals to another faculty member, work with Technician to update the ownership in the chemical inventory system and physically move the items to the new owner's location.
- **Unknowns:** Identify any unlabeled containers ("mystery liquids"). *Note: This requires specific coordination with EHS.*
- **Controlled Substances:** Contact EHS immediately regarding the retirement of DEA licenses and proper destruction or transfer of controlled substances.
- **Radioactive Materials:** Schedule a close-out survey with the Radiation Safety Officer. Remove all isotopes and decontaminate work surfaces.
- **Biological Materials:** Autoclave and dispose of biological waste; consult with the Biology Dept. Life Science Coordinator as needed. Clean and disinfect. Work with technician or IACUC for removal of any living specimens
- **Samples:** Discard, remove, or transfer ownership of any non-controlled samples that do not fall in the above list. Discuss with the technician or Chair to see if anyone might find them useful, or if you require storage of the samples for future research.

### Equipment & Instrumentation

- **Asset Inventory Check:** Locate and document all equipment.
- **Equipment Transfer/Surplus:**
  - Designate items to be transferred to other colleagues (requires Chair approval).
  - Designate items that will be retained by the department
  - Decontamination: All equipment to be moved or surplus (especially refrigerators, incubators, centrifuges) must be emptied, decontaminated, and labeled as "Decontaminated."
  - Notify the Grants and Sponsored Programs office of transferred or disposed of items purchased by external funding.
  - Transfer emails/ information regarding vehicle registrations or continuing subscriptions/services to the chair.
- **Cold Storage:**
  - Empty all freezers and refrigerators.
  - Defrost units and wipe them dry to prevent mold growth.
  - Disconnect from power (leave doors propped open).
- **Gas Cylinders:** Remove regulators and cap cylinders. After confirming they are not needed elsewhere in the department, return all empty and unneeded cylinders to the receiving area for pick up by the vendor. Notify Technician of any returned cylinders.

## 1 month Prior

### General Housekeeping & Waste

- **Schedule any remaining Services needed:** Contact Facility Services to schedule any major decommissioning (disconnecting and moving) of lab equipment & Furniture
- **Glassware & Plasticware:**
  - Dispose of broken or chipped glassware in designated broken glass waste boxes.
  - Wash and box usable glassware for storage or transfer.
- **Junk & Debris:** Clean out all drawers and cabinets, office bookshelves. Dispose of old tubing, wires, weighing boats, books, binders and general trash. Contact Facility Services to schedule and or walk through of large or bulk items to discard.
- **Sharps:** Ensure all sharps containers are sealed and ready for medical waste pickup.
- **Personal Items:** Remove all personal effects (photos, books, awards, kitchen items, coffee makers) from the lab and office areas. Facilities can provide boxes for items to take home with you.

### Data & Records

- **Research Data:** Archive raw data and notebooks according to College data retention policies. Ensure the Department Chair has access to the keys/passwords for this data.
- **Computers:** Wipe personal data from lab computers. If computers are remaining, provide login credentials to IT support or your department chair. Office computers will be returned to ITS and are not permitted to be retained by the employee.
- **Paper Records:** Shred confidential documents that are no longer needed. See bulk shredding below. Box up administrative records required for retention and hand them over to the department admin.

### Final Inspection & Sign-Off

Once the lab is empty, clean, and decontaminated, schedule the final walkthroughs with your department Chair and AVP Academic Planning and Operations.

### Helpful Links and Contacts

- Bulk Shredding- Confidata <https://confidata.com>
- Facilities Services Scheduling and work orders -<https://www.union.edu/facilities-services>
- EHS- <https://www.union.edu/EHS>
- Account Reconciliation AVP Academic Planning and Operations
- Finance Staff Purchase Orders, Government Property and other finance related inquiries
- Grants and Sponsored Programs