

Mount Sinai School of Medicine

LABORATORY CLOSE-OUT PROCEDURE CHECKLIST

- 1. Notify the Grants and Contracts Office of the anticipated date for the termination of research activities.
- 2. Notify Facilities Management and make arrangements for disposal / discard of unwanted items such as furniture, lab equipment, refrigerators, freezers.
- 3. Notify the Safety Officer and make arrangements for disposal of chemicals, biological specimens such as tissues, organs, blood, serum, other fluids; “sharps” items such as unwanted scalpels, needles, Pasteur Pipettes, and unknown/unidentified containers.
- 4. Notify Radiation Safety and make arrangements for the removal or disposal of all radioisotopes and related samples/ specimens that are no longer required.
- 5. All laboratory equipment that is to be disposed of off-site or sent to another facility must be decontaminated prior to removal, Depending on types of hazards, the Chemical Safety Officer, Biosafety Officer or Radiation Safety Officer must be contacted to assist in this effort. Biosafety Cabinets must be decontaminated by an outside service specializing in these practices before removal from the premises.
- 6. Any/all of the agents found on the Centers for Disease Control / USDA Select Agents list, have specific requirements for the destruction / disposal of the agent. Notification **must be given** to The Biosafety Officer and either / both regulatory agencies controlling the use / disposal of these agents. If the agents is to be sent to another institution, all regulations under 42 Part 73 must be adhered to in order to prevent a violation of the law

SAFETY OFFICER..... -EXT 4SAFE

RADIATION SAFETY..... -EXT 42269

BIOSAFETY OFFICER..... -EXT 41451