

Syracuse University
Environmental Health and Safety Services
Laboratory Departure Checklist



Chemicals	
Review all chemical(s) and samples you are responsible for with the Principal Investigator, and determine a plan for storage and/or disposal of material. Verify all remaining chemicals are listed on the laboratory's chemical inventory.	<input checked="" type="checkbox"/>
Evaluate unlabeled or unknown chemicals to determine content and label appropriately. At a minimum, characterize the materials as toxic, reactive, flammable, corrosive, or a combination thereof.	<input checked="" type="checkbox"/>
Prepare unwanted, expired, and/or damaged chemicals and samples for disposal by labeling and storing in the laboratory Hazardous Waste Satellite Accumulation Area. Contact EHSS for assistance.	<input checked="" type="checkbox"/>
Cleaning and Decontamination	
Remove surface contamination from work surfaces and equipment assigned to you (including surfaces in fume hoods, refrigerators, cold rooms, environmental chambers, etc.), and clearly post with signage indicating "Decontaminated".	<input checked="" type="checkbox"/>
Clean glassware and/or other items in your work area, and make sure all broken glass and trash is disposed of properly.	<input checked="" type="checkbox"/>
Clearly post contaminated equipment and/or surfaces that cannot be decontaminated with signage indicating "Requires Decontamination". Contact EHSS if decontamination cannot be completed.	<input checked="" type="checkbox"/>
Gas Cylinders	
Disconnect, cap and ensure gas cylinders used in your work area are properly stored. Return gas cylinders no longer needed to the supply vendor.	<input checked="" type="checkbox"/>
Itemize and account for all small, lecture size gas cylinders used in your research. Contact EHSS for assistance with disposal of gas cylinders. Never dispose of cylinders in the trash, even if empty.	<input checked="" type="checkbox"/>
Biological	
Properly destroy and dispose of un-needed biologic sample cultures, stocks, and/or tissues. Place contaminated solid material in Regulated Medical Waste containers and dispose of used sharps in a "Red Sharps Container".	<input checked="" type="checkbox"/>
Clean and decontaminate biological use areas (e.g., benchtops, biosafety cabinets, incubators, shakers) with an appropriate disinfectant and posted as "Decontaminated".	<input checked="" type="checkbox"/>
If your research involved the use of biohazardous material, contact the University Biosafety Officer (315.443.2447). Additional Departure Procedures may be required.	<input checked="" type="checkbox"/>
Radiation	
If your research involved the use of radioactive material or radiation producing equipment, Contact the Radiation Safety Officer (315.443.9133) for assistance. Additional Radiation Decommissioning Procedures may be necessary.	<input checked="" type="checkbox"/>