**BSL2 Laboratory Closeout – Checklist**

**Adapted from University of VA by the JMU IBC: http://ehs.virginia.edu/Chemical-Safety-Decommission.html**

ALL biological materials (i.e. cultures of microorganisms, cell lines, blood, fresh tissue, sharps, carcasses, etc.) must be removed **prior** to vacating the laboratory space(s). This includes BSL1 or BSL2 materials stored in any lab spaces, refrigerators, freezers, incubators and cold rooms.

|  |  |  |
| --- | --- | --- |
| **Completed** | **Item** | **Biosafety Information/Contacts** |
|  | **Remove All Biohazardous Waste & Sharps** | * Contaminated items should be autoclaved and bagged and removed from the lab for pick up. * Sharps Containers should also be Packaged and Removed from lab. |
|  | Disinfect All Biohazardous Work Surfaces & Equipment | * Use 10% Bleach, Cavicide, or disinfectants listed in your IBC protocol for: BSCs, incubators (drain H20), centrifuges, refrigerators, freezers, water baths & any other small equipment labeled and/or used for biohazardous work. * For more information see [Disinfection](http://www.ehs.virginia.edu/biosafety/bio.disinfection.html). |
|  | Remove All Biohazard Labels |  |
|  | Biosafety Cabinet Decontamination & Recertification | * Wash with 10% bleach or or disinfectants listed in your IBC protocol. Gas decontamination should be done if the Biosafety cabinet must be moved or a HEPA filter replaced and the cabinet has been used for bacteria, viruses, or spore formers. It is not needed if the cabinet is used for mammalian cell culture. It involves hiring an agency such as Precision Air Technologies or Jewel Precision to treat the cabinet with paraformaldehyde. This is an overnight process and no one can be in the lab during the time the cabinet is being treated. |
|  | Shipping or Transferring Biological Agents | * All must be destroyed or transferred to another Principal Investigator approved by the IBC to possess such agents. * If this involves transferring to another University, be aware that there are specific shipping guidelines to be followed to ensure safe transport. For more information see [Shipping Infectious Substances by Air](http://www.ehs.virginia.edu/biosafety/bio.transport.air.html). |
|  | Contact the IBC | * If moving to a new lab you will need to contact the IBC to add a new room numbers to the protocol. * If retiring the old lab, appropriate IBC forms must be filed along with this form, a final walk through inspection will be done by the IBC to ensure these tasks were undertaken before the lab is decommissioned. |

Signature of Faculty Member Completing these tasks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_