

The Facts:



**OCCUPATIONAL AND
ENVIRONMENTAL SAFETY**

Laboratory or Workshop Closeout

When a faculty member moves into a different lab or leaves the university, their department along with OES assists with the review of the area closure to ensure all hazardous materials and equipment are properly handled.

OES has developed a closeout form that must be completed before a faculty member can complete a move to a new space or leave the University.*

*Department Chairs are responsible for ensuring all guidelines for the closeout of laboratories and the disposal of hazardous materials are followed. Failure to observe these guidelines can result in the department being held financially responsible for all costs incurred for the safe management and disposal of hazardous material and decontamination.

LABORATORY OR WORKSHOP CLOSEOUT FORM:

https://media.clemson.edu/research/oes/labsafety/Lab%20Closeout%20Form_02242020_comb.pdf

Friendly Reminders:

- All hazardous materials to be disposed of (chemical, biological, and / or radiological) shall be declared for disposal to the Hazardous Materials Manager (and / or Radiation Safety Officer) at least 2 weeks prior to vacating the space.
- All research equipment shall be removed from the space, the ownership transferred, or transported to a new storage location.
- Transportation of hazardous materials must comply with appropriate regulations. No transport of hazardous materials via personal vehicle is permitted. Contact the Hazardous Materials Manager for guidance on proper transport of hazardous materials.

For more information about OES, visit our website:

<https://www.clemson.edu/finops/oes/index.html>

Or

Call at 656-0341