



## Lab Close-Out Master Checklist

**PI Name:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_

**Purpose:** Use this form to complete a research laboratory close out. Items in the form are organized in order of completion. For questions, concerns and close-outs less than eight weeks out, contact the Hazardous Materials and Laboratory Safety Specialist by email at [Hazmat@nmt.edu](mailto:Hazmat@nmt.edu) or by phone at 575-517-0646 for additional guidance.

**Directions:** Mark boxes and write completion date as applicable tasks are finished. Then submit this form to [Hazmat@nmt.edu](mailto:Hazmat@nmt.edu). A Research Compliance representative will confirm close-out completion by performing a walkthrough. All actions listed below must be executed by lab personnel and/or individuals trained in handling the specific hazard.

Eight Weeks Prior to Move	Date Completed
Complete <a href="#">NMT Close-Out Survey</a> Google Form.	<input type="checkbox"/> _____
Inventory all research materials based on need, such as: “Actively Used”, “Will Be Transferred”, and “No Longer Needed”.	<input type="checkbox"/> _____
Begin removal of all hazardous materials no longer needed, including radioactive, biological, and chemical materials.	<input type="checkbox"/> _____
Initiate process to remove electronic/large equipment by contacting the Property Office at <a href="mailto:property@nmt.edu">property@nmt.edu</a> or by submitting a Pickup & Disposal Request form.	<input type="checkbox"/> _____

Four Weeks Prior to Move	Date Completed
Begin to decontaminate equipment/surfaces potentially exposed to hazardous materials that are no longer being used.	<input type="checkbox"/> _____
If there are lasers inside the lab, contact the Laser Safety Officer at <a href="mailto:LSO@nmt.edu">LSO@nmt.edu</a> and communicate intent to close the lab.	<input type="checkbox"/> _____
If there are radioactive materials inside the lab, contact the Radiation Safety Officer at <a href="mailto:RSO@nmt.edu">RSO@nmt.edu</a> .	<input type="checkbox"/> _____

Two Weeks Prior to Move	Date Completed
Contact NMT Facilities Management at 575-835-5844 to return unwanted gas cylinders.	<input type="checkbox"/> _____
Initiate disposal of controlled substances by contacting <a href="mailto:hazmat@nmt.edu">hazmat@nmt.edu</a> .	<input type="checkbox"/> _____
Modify any recurring or placed purchase orders such as dry ice and cylinder deliveries.	<input type="checkbox"/> _____
Contact Research Compliance at <a href="mailto:research.compliance@nmt.edu">research.compliance@nmt.edu</a> to schedule a walkthrough.	<input type="checkbox"/> _____

One Week Prior to Move	Date Completed
Update NMT Chemical Inventory, ensuring that chemical transfers have been initiated to the receiving labs.	<input type="checkbox"/> _____
Finish removing all hazardous material no longer needed from your lab, including radioactive, biological, and chemical wastes.	<input type="checkbox"/> _____

Week of Move	Date Completed
Check that drawers, cabinets, shelves, work areas, and benchtops are free of debris and temporary hazard communication labels/stickers.	<input type="checkbox"/> _____
Broken glass boxes must be taped shut and signage placed for custodian disposal. For a broken glass box that has potentially contaminated glass, please contact <a href="mailto:hazmat@nmt.edu">hazmat@nmt.edu</a> instead.	<input type="checkbox"/> _____
Email this completed form to <a href="mailto:hazmat@nmt.edu">hazmat@nmt.edu</a> .	<input type="checkbox"/> _____