

## Laboratory Closure Information

**Contact RLSS for any lab closure, maintenance, or general safety questions**

[RLSS-help@arizona.edu](mailto:RLSS-help@arizona.edu)

[rlss.arizona.edu](http://rlss.arizona.edu)

520-626-6850

Is a lab in your building closing (or been closed for years)? Faculty retiring or moving to a new institution or building? Avoid a difficult AND hazardous cleanup by taking these simple, proactive measures—and remember, RLSS is here to help!

The following 4-step procedure can save you from the difficulties of cleaning out a laboratory **months, years, or even decades** after it was vacated or abandoned:

### 1. Notify RLSS, ASAP

Please notify RLSS as soon as possible by emailing [RLSS-help@arizona.edu](mailto:RLSS-help@arizona.edu); provide laboratory spaces, names, contact information, and anticipated date of closure. We will then get in touch with you and the occupant to discuss next steps.

### 2. Ensure researchers properly prepare materials and equipment

#### MATERIALS

- Hazardous waste must be removed before the researcher leaves; [submit removal requests online](#) or by emailing [hazmat@arizona.edu](mailto:hazmat@arizona.edu) (provided by Risk Management Services).
- Building “fire sales” can reduce hazardous waste and save money but can create issues with illegal donations of DEA substances and other regulated materials. **Please contact RLSS before having a “fire sale”**

#### EQUIPMENT

- RLSS may need to clean equipment before it can be taken by Surplus; stickers that require RLSS assistance include but are not limited to the following:



### 3. Help researchers complete the RLSS “lab closure” checklist

Checklist and guidance for researchers is available on the [RLSS website](#). A copy signed by RLSS should be provided to you before the lab can be officially “closed.”

### 4. Complete the closure and relax!