Chemical Laboratory Closeout Process

**Color Code Legend**
- = Principal Investigator
= = Research Laboratory & Safety Services
= = Risk Management Services
= = University Research Instrumentation Center

**List of Acronyms**
PI = Primary Investigator
RLSS = Research Laboratory & Safety Services
RMS = Risk Management Services
URIC = University Research Instrumentation Center

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**Chemical Laboratory Closeout Process Flowchart**

1. RLSS informed of laboratory closure through the Legacy Chemicals Form
2. RLSS schedules laboratory visit w/ PI or Department
3. RLSS Program Managers are notified if program-linked hazmat is found
4. PI or Department coordinates transfer of chemicals to other researchers
5. RLSS determines if waste/legacy chemical collection is required
   - No
   - Yes
     - PI/RLSS coordinates waste/legacy chemical collection
8. RLSS determines if gas collection required
   - No
   - Yes
     - RLSS determines if decontamination required
       - Yes
         - RLSS coordinates hiring of decontamination contractor
       - No
         - RLSS decontamination
8. RMS collects and disposes of waste/legacy chemicals
9. PI/RLSS coordinates gas cylinder collection
10. URIC collects gas cylinders
11. Department surplus
12. RLSS coordinates de-posting of room
13. RLSS sends a final disposition report to the Department & PI

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