

Laboratory Closeouts

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Moving or closing a laboratory comes with a lot of responsibilities and tasks that can seem overwhelming. Coordination of movers, personnel, equipment and materials, as well as making sure your new spaces are properly set up with the features and infrastructure can be daunting. Part of the responsibilities of moving or closing a lab is properly managing the waste and/or unneeded chemicals. The Laboratory Safety and Hazardous Waste Program staff can help! If you are planning to close your lab, or relocate somewhere else on campus, contact us beforehand. We can help you with planning for your move including removing wastes before you go, providing guidance for how to prepare your equipment for the move, and helping you to find a contractor to move your hazardous materials safely.

Here are some tips for planning ahead for your move:

- Review the SBU [Laboratory Close Out Policy](#)
- Contact EH&S staff at least 30 days before your move or closure at LabSafety@stonybrook.edu
- Segregate hazardous materials into three categories – Keep, Offer, and Waste
 - Keep – Materials that will go with the lab to the new location
 - Offer – Materials still in good condition and usable that can be offered up to others in your Department or building – host an “open house” to let people take what they can use
 - Waste – Materials intended for disposal. Please make sure to keep them segregated by compatibility while awaiting pickup by EH&S
- Complete the [Laboratory Close Out Tracking Form](#) and submit to LabSafety@stonybrook.edu – this includes a checklist of things to consider before the space is turned over to the next user and EH&S will coordinate a final walk-through of the space to ensure all hazards have been addressed.



You can find more safety information for laboratories on our [website](#).

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