



University of Missouri - Columbia
 Environmental Health and Safety
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Registered Location Closeout Verification Form

Building: _____ Room(s): _____

Registered User: _____ Department: _____

Registered User Number: _____ Telephone: _____ Email: _____

Primary Contact: _____ Telephone: _____ Email: _____

(Person coordinating Closeout if not RU)

Location has been or will be reassigned to another Registered User: Yes _____ No _____

If "yes", responsibility for the location is being transferred to:

New Registered User: _____ Telephone: _____ Email: _____

Check the following boxes once completed. Retain a copy of this form in your departmental files and bring the original to the scheduled closeout monitoring visit.

- Environmental Health and Safety has been notified of the closeout.
- All chemicals have been removed from the registered location(s) except chemicals that have been retained by the new Registered User named above.
- All gas cylinders have been removed from the registered location(s) except cylinders that have been retained by the new Registered User named above.
- All unwanted glassware, other labware, and equipment have been removed from the registered location(s).
- If biohazards have been used, EHS Biological Safety has been contacted for decontamination instructions.
- If radioactive materials have been used, EHS Radiation Safety has been contacted to deactivate the lab.
- All unwanted electronics (central processing units, monitors, keyboards, printers, televisions, and scanners) have been removed/recycled via MU Surplus Properties.
- All areas have been thoroughly cleaned to assure removal of all hazardous residues. This includes bench tops, fume hoods, cabinets, drawers, floors, and refrigerators.

 Signature of Registered User (RU) Date

 Signature of Building Coordinator Date

 Signature of Department Chair Date

 Signature of RU assuming
 responsibility of the location *(if applicable)* Date

Please remember: When vacating a registered location, proper disposition of all hazardous materials is the responsibility of the Registered User (RU) to whom the location is assigned. In the event of a closeout or relocation, it is important that the areas are left in a clean and safe condition for the next occupants and/or construction crews. If improper management of hazardous materials results in the necessity of cleanup services from EHS or an outside contractor, the responsible department may be charged for this service.

 Signature of EHS employee

 Date of Closeout Monitoring Visit