



University of Missouri
 Environmental Health & Safety
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 Columbia, MO 65211

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 Main Office Fax 573-882-7940
 Resource Recovery Center 573-882-3736
 Resource Recovery Center Fax 573-884-5270
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Permitted Location Closeout Verification Form

Building: _____ Room(s): _____

Permitted Individual: _____ Department: _____

Permitted Individual Number: _____ Telephone: _____ Email: _____

Primary Contact: _____ Telephone: _____ Email: _____

(Person coordinating Closeout if not PI)

Location has been or will be reassigned to another Permitted Individual: Yes _____ No _____

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

New Permitted Individual: _____ 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 & 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 Permitted Individual named above.
- All gas cylinders have been removed from the registered location(s) except cylinders that have been retained by the new Permitted Individual named above.
- All unwanted glassware, other labware, and equipment have been removed from the registered location(s).
- If biohazards have been used, contact EHS Biological Safety for decontamination instructions: <https://ehs.missouri.edu/bio/programs/lab-closure>
- If radioactive materials have been used, contact EHS Radiation Safety to deactivate the lab: <https://ehs.missouri.edu/rad/procedures/closeout>
- All unwanted electronics (central processing units, monitors, keyboards, printers, televisions, and scanners) have been removed/recycled via MU Surplus Properties: <https://surplus.missouri.edu/index.html>
- 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 Permitted Individual (PI) Date

 Signature of Building Coordinator Date

 Signature of Department Chair Date

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

Please remember: When vacating a permitted location, proper disposition of all hazardous materials is the responsibility of the Permitted Individual (PI) 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