PSOM Laboratory Clearing Process

**Identification**
- Maintenance or clearing need is identified by PI, department, Office of the EVD/CSO, SPO, EHRS, FES or other
- If applicable, department chair is notified of the issue and request
- If applicable, department chair contacts PI to initiate clearing of the lab. As needed, department chair seeks input or assistance from EVD/CSO
- The PI kicks off lab clearing project

**Clear & De-Clutter**
- Lab develops a project plan and timeline using the PSOM template
- EHRs and SPO are engaged with the following in partnership with the lab, including integral disposal/removal activities:
  - Chemicals & sharps
  - Biological materials
  - Radioactive materials
  - Controlled Substances
  - Scientific equipment
  - Computing & electronics

**Walkthrough & Confirmation**
- Lab space confirmed in and/or returned to PSOM inventory
- Housekeeping services
- If applicable, EHRs close-out inspection

**Responsibilities:**
- EVD/CSO
- SPO
- Department leadership
- Principal Investigator
- EHRS