

LABORATORY DECOMMISSIONING CHECKLIST

BUILDING:					
ROOM:					
PI:					
SURVEY DATE:					
VACATE DATE:					
Section	Area of Interest	Requires completion			
A	General Lab Cleaning	Y	N	N/A	
1	Remove absorbent material and tape from lab surfaces; dispose of according to hazards in area. Disinfect/decontaminate the lab surface.				
2	Dispose of unwanted paperwork - shred confidential documents.				
3	Empty all drawers, cabinets, and fume hoods of non-hazardous materials.				
4	Carefully evaluate shared storage areas, refrigerators, freezers, cold rooms for materials and remove non-hazardous materials.				
5	Empty all axillary storage areas, cold rooms, alcoves, walk-in freezers, etc. of non-hazardous materials				
6	Dispose of unusable non-hazardous materials by appropriate means and decontaminate all other non-hazardous materials. Divide as give/keep and label boxes.				
7	Dispose of broken glass in an appropriate container.				
8	Properly arrange transport, transfer or disposal of materials that are hazardous according to sections C,D, and E, respectfully.				
9	Dispose of all extra boxes, trash, packing materials.				
10	Wipe down all laboratory benches, shelves, storage areas, handles, etc. with an appropriate neutralizer/disinfectant.				
11	Sweep and mop laboratory floors with an appropriate cleaner/disinfectant.				

B	Equipment	Y	N	N/A
1	Remove all thermometers and other loose items from equipment. Decontaminate and prepare the items according to final destination.			
2	Remove all remaining items and materials from freezers, refrigerators, glove boxes, and all other equipment contaminated by hazardous materials.			
3	Disinfect and decontaminate ALL equipment for EHS inspection and clearance. Unused equipment should at least be cleaned with soap and water. Contact EHS for any questions regarding decontamination procedures and expectations.			
4	Submit Equipment decontamination forms to EHS for inspection and clearance.			
C	Chemical Hazards	Y	N	N/A
1	Check all cabinets, hoods, drawers, etc. for chemical storage.			
2	Prepare all chemical waste for EHS waste pick up.			
3	Label secondary containers of chemicals to be moved according to their storage group and add any missing identifying information. Include any pertinent hazard information.			
4	Contact EHS regarding transport of the chemicals to be moved to a new location.			
5	Contact EHS regarding the transfer of any unopened/opened chemicals to a different PI.			
6	Dispose of all mercury thermometers and other mercury-containing equipment as hazardous waste through EHS.			
7	Return empty gas cylinders to the vendor. Contact EHS for disposal of non-returnable gas cylinders.			
8	Cap and secure tanks containing gas. Contact EHS regarding transfer to new campus location or return to the vendor.			
9	Contact EHS for managing of DEA Controlled Substances.			
10	Contact EHS to discuss chain of custody for keys to lockable storage cabinets.			

F	Laboratory - Specific Considerations in Decommissioning	Y	N	N/A
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If you have any questions or require assistance at any point in time during the move, do not hesitate to contact EHS at 806-742-3876. Please do not work with chemical, biological or radioactive hazards during non-business hours so that EHS can quickly address any issues/emergencies which may arise.