### EHS Laboratory Decommissioning Checklist

**Principal Investigator:**

**Lab Location(s):**

- Terminating affiliation with Baylor
- Relocating to another lab space
- Major renovation
- Retirement

- [ ] Yes
- [ ] No
- [ ] NA

Any personnel staying at BU after PI departs?

- [ ] Yes
- [ ] No
- [ ] NA

If yes, list names:

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<th>Name 1</th>
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<td>Name 2</td>
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<td>Name 3</td>
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**Check boxes as appropriate**

#### General Equipment

- [ ] Equipment Release Forms have been signed and affixed to equipment to be moved or discarded
- [ ] Any glassware remaining in the lab cleaned and stored appropriately
- [ ] Lab benches/drawers/cabinets cleaned
- [ ] Fume hoods are empty and cleaned
- [ ] Biosafety cabinets empty and disinfected
- [ ] Refrigerators/freezers emptied and cleaned
- [ ] Broken glass boxes are closed and taped shut
- [ ] Sharps containers closed
- [ ] Safety signage on equipment removed or defaced

#### Chemical

- [ ] Waste has been tagged
  - [ ] Pick-up request submitted
- [ ] All chemicals remaining in the lab are identified/labeled
- [ ] Gas cylinders returned
- [ ] Mercury containing equipment identified (thermometers, switches)

#### Controlled Substances

- [ ] Material transferred or disposed by reverse distributor
- [ ] Licenses terminated or transferred to new location

#### Biological

- [ ] Waste disposed (EHS, autoclave)
- [ ] All work surfaces, floors and equipment wiped down with disinfectant
- [ ] Pathogens transferred or disposed as biological waste

#### Radioactive Materials/Equipment

- [ ] Waste disposed
- [ ] Closeout survey has been completed
- [ ] Rad materials or Lasers transferred or disposed/decommissioned

#### Shipping Research Materials (outside Baylor)

- [ ] Personnel are certified to ship or EHS is contacted

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**EHS Use**

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<tr>
<th>EHS Reviewer</th>
<th>Date</th>
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Lab cleared?  [ ] Y  [ ] N  

Comments:

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