

EHS Laboratory Decommissioning Checklist

Principal Investigator: _____

Lab Location(s): _____

Any personnel staying at BU after PI departs?

Yes No NA

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

If yes, list names:

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

EHS Use

EHS Reviewer

Date

Lab cleared? Y N _____

Date

Comments:

