

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:

