



Laboratory Decommissioning Checklist

This checklist will be used by your campus safety officer during the laboratory close-out inspection to verify that all hazards have been removed from the lab and/or that ownership of remaining hazards has been appropriately transferred to another party. Upon completion of a successful close-out inspection, you will be issued a Laboratory Decommissioning Certification document.

General Information

Principal Investigator (PI)/Responsible Person

Campus

Department

Building(s)

Email Address

Room(s)

Lab Contact (if other than PI)

Reason for close-out (check all that apply):

Lab Contact's Email Address

- PI/Responsible Person moving to new lab
- PI/Responsible Person Leaving the HSC
- Room will no longer be used as a lab
- Lab undergoing construction, renovation, remediation, or abatement

Hazard Follow-up

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If radioactive materials and/or x-ray generating devices were present or used in the lab, the TAMHSC Radiation Safety Officer was contacted and a close-out survey completed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a Laser was present or used in the lab, a Laser Permit Amendment has been completed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If biological materials (such as recombinant DNA or RNA, infectious agents, human blood, and/or other potentially infectious material) were present or used in the lab, Texas A&M's Office of Research Compliance and Biosafety was contacted and a close-out survey performed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All controlled substances have been discarded or relocated appropriately. Abandonment of a controlled substance is a violation of the Drug Enforcement Agency (DEA) requirements. <i>(NOTE: Special procedures may be required by the DEA and by the Food and Drug Administration.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Usable chemicals were transferred to another individual on this campus, who has accepted custody of and assumed responsibility for them. A <i>Materials and Equipment Transfer Form</i> was completed and was signed by the receiving party.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If chemicals and/or biological samples will be transferred to another location on this campus or off campus, appropriate authorization for transfer has been obtained, and EHS has been consulted to ensure they have been appropriately packaged for transfer.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All chemicals that have not been transferred to another location or party have been removed by EHS through the Hazardous Waste Disposal program.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All chemical compounds, reagents, and samples were removed from refrigerators, freezers, cold rooms, storage rooms, storage cabinets, etc., including those in common areas. In shared laboratories, all PIs/Responsible Persons must agree upon what is removed and what is left behind.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All compressed gas cylinders have been returned to the vendor. If cylinders are non-returnable, EHS was contacted for guidance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical inventory records have been updated in ChemTracker to indicate new locations and/or new owners or disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All glass waste, cracked or broken glassware, and sharps have been removed from the lab and disposed in proper containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All trash and debris has been removed from floors, bench tops, cabinets, drawers, and fume hoods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All biological safety cabinets, refrigerators/freezers, and other equipment have been cleaned or decontaminated as per the HSC Equipment Decontamination Policy. For any biological safety cabinet, refrigerator/freezer, or other equipment that will be moved to a new location (new building, campus, etc.) or that will be sent to Surplus, a completed Laboratory Equipment Decontamination Certificate has been submitted to EHS, and a Green Decontamination Sticker has been affixed to the item by EHS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All chemical fume hood surfaces, bench tops, and other areas where chemicals or biological agents were used or stored have been cleaned with a 5% calcium or sodium bicarbonate wash, 10% bleach, or soap and water, as appropriate, and floors are clean of chemical residue.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prior to discarding laboratory equipment, the following items were removed: <ul style="list-style-type: none"> • capacitors or transformers (in high-voltage generating equipment) • mercury from lab apparatus • mercury switches and thermometers • refrigerant fluids containing chlorofluorocarbons (in freezers and refrigerators) • radioactive sources and chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The only items remaining in the lab are those requested by the new tenant. An equipment transfer form has been completed, and items are tagged with the new tenant's name.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No items or equipment have been left in the hallway.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All signage for specific hazards was removed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Emergency Contact Information cards have been removed from all entrances to the lab.

Comments: _____

The Laboratory Decommissioning Checklist was completed by (print) _____.

Date

Signature