

LABORATORY DECOMMISSIONING CHECKLIST

This checklist is to be completed by the Principal Investigator (PI)/Responsible Person of the lab that is being decommissioned or by their designee. Environmental Health and Safety (EHS) will use the completed checklist during the laboratory decommissioning inspection to verify that all hazards have been removed from the laboratory and/or that ownership of remaining hazards has been appropriately transferred to another party. This process should be started at least three months before vacating the chemical-use room/laboratory to allow ample time to dispose of all materials properly.

Upon completion of a successful decommissioning inspection, you will be issued a Laboratory Decommissioning Clearance Authorization.

GENERAL INFORMATION

 Principal Investigator (PI)/Responsible Person

 Campus

 Department

 Building name and number

 Email address

 Room number(s)

 Lab contact (if other than PI)

Reason for decommissioning (check all that apply)

- PI/Responsible Person Leaving TAMU
- PI/Responsible Person moving to a new lab
 - on the same TAMU campus
 - at a different TAMU campus
- Room will be used as non-laboratory space
- Renovation/construction/remediation/abatement

 Lab contact's email address

No.	Description	Yes	No	N/A
1.	If radioactive material and/or x-ray producing device was present or used, Texas A&M's Radiation Safety was contacted and a closeout survey completed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	If a laser was present or used in the lab, Texas A&M's Radiation Safety was contacted and a Laser Permit Amendment form has been completed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	If biological material was present or used, Texas A&M's Office Biosafety was contacted and a closeout survey completed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

No.	Description	Yes	No	N/A
4.	All controlled substances have been discarded or relocated appropriately. Abandonment of a controlled substance is a violation of the Drug Enforcement Agency's (DEA) requirements. <i>(Note: Special procedures may be required by the DEA and by the Food and Drug Administration.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	All chemical compounds, reagents, and samples were removed from refrigerators, freezers, cold rooms, storage rooms, closets, etc., including common areas. In shared laboratories, all PIs/Responsible Persons must agree upon what is disposed, transferred, and/or left behind.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.a	All chemicals targeted for hazardous waste disposal were removed by following EHS guidelines. <i>Under no circumstances may any hazardous chemical be disposed of down drains or into regular trash receptacles.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.b	Usable chemicals were transferred to another party in your department who took charge of them. The receiving party must be a signatory to the transfer (see Laboratory Material Transfer Form) and will thereafter be responsible for proper storage, usage, and disposal of the materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.c	Chemicals and samples that will be transferred to a laboratory at another location on the Texas A&M University campus or to an off-campus location have been appropriately packaged for transfer. EHS and/or the department representative trained in hazmat shipping have been consulted and, when necessary, have authorized the transfer. Contact EHS to determine who your department representative is.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	All glassware was cleaned and packed according to Departmental instruction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.a	All non-contaminated broken glassware was placed in a lined, sturdy box that was taped shut, labeled "BROKEN GLASS," and placed in the dumpster for regular trash disposal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.b	Broken glassware that was contaminated has been decontaminated as appropriate for the hazard prior to disposal in the dumpster and/or has been disposed as per Office of Biosafety or EHS guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Sharps have been removed and appropriately disposed.			
7.a	Non-biohazardous sharps were collected in either a sturdy, puncture resistant container and encapsulated, or in a purchased sharps disposal container (defaced to remove the biohazard label) with a locking lid. The sealed container was placed in the dumpster for proper disposal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.b	Sharps (needles, scalpel blades razor blades, broken glass, pipette tips, Pasteur pipettes, etc.) contaminated with biohazardous materials were disposed per Office of Biosafety guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	All compressed gas cylinders were returned to suppliers. If cylinders are non-returnable, EHS was contacted for removal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

No.	Description	Yes	No	N/A
9.	All laboratory equipment (fume hoods, biological safety cabinets, refrigerators, incubators, ovens, etc.) and areas where chemicals or biological agents were used or stored (e.g., cabinets, shelves, benchtops, etc.) were cleaned or decontaminated with soap and water, a 5% calcium or sodium bicarbonate wash, 10% bleach, or another approved disinfectant, as appropriate for the respective chemical and/or biological agent(s) used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.a	If the Biological Safety Cabinet will be relocated, it was decontaminated per the Office of Biosafety's requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.b	All trash and debris have been removed from floors, bench tops, cabinets, drawers, and fume hoods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	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="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	The only items remaining are those requested by the new tenant and they are tagged with his/her name.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	No items or equipment have been left in the hallway.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	All emergency contact information and signage for specific hazards were removed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Signature, Principal Investigator

Printed Name, Principal Investigator

Date

Building and Room Number(s)

Signed form must be submitted to Department Head and to EHS via campus mail at MS 4472 or by e-mail to labsafety@tamu.edu.