



Environmental Health & Safety
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.

GENERAL INFORMATION

Principal Investigator (PI) / Responsible Person _____

Email Address _____

Department _____

Building and Room Number(s) _____

Lab Contact (if other than PI) _____

Lab Contact's Email Address _____

Reason for Decommissioning (check all that apply)

- PI/Responsible Person Leaving TCU
- PI/Responsible Person moving to a new lab
- New Location: _____
- Room will be used as non-laboratory space
- Renovation/construction/remediation/abatement

Actions Taken		Check when Complete
Radioactive	Radioactivity: Are/were sources of radioisotopes, radiation-producing machines, X-ray equipment, or lasers present? If NO <input type="checkbox"/> (go to Chemical section)	
1.	If radioactive materials and/or x-ray producing devices were present or used, TCU's Radiation Safety Officer (RSO) was contacted, a closeout survey completed, and Radioactive Use was terminated.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
2.	If a laser was present or used in the lab, TCU's LSO and Laser Safety Committee have been contacted and lasers have been transferred or disposed/decommissioned according to TCU Policy.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
3.	All radioactive waste has been properly packaged, labeled, and EHS contacted for disposal.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
4.	Decontaminate and wipe test all areas of the laboratory where radiation was present.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
5.	All door signs and labels have been removed.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A



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Actions Taken		Check when Complete
Chemical	Chemicals: Are/were chemicals used in this laboratory? If NO <input type="checkbox"/> (go to Biosafety section)	
1.	All <u>controlled substances</u> have been discarded or relocated appropriately. TCU's Office of Research and EHS have been notified. <i>Abandonment of a controlled substance is a violation of the Drug Enforcement Agency's (DEA) requirements. Special disposal procedures may be required by the DEA and by the Food and Drug Administration.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
2.	All chemical compounds, reagents, and samples have been removed from refrigerators, freezers, cold rooms, storage rooms, closets, etc., including common areas, and separated as either "KEEP" or "DISPOSE." Please send lists to EHS at Safety@tcu.edu . <i>In shared laboratories, all PIs/Responsible Persons must agree upon what is disposed, transferred, and/or left behind.</i> <i>For large lab chemical clean-outs (>50 containers), please contact EHS to coordinate assistance at least <u>60 days in advance</u> of close-out date.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
3.	Usable chemicals have been transferred to another PI/Responsible Person who has taken charge of them and accepts responsibility for proper storage, usage, and disposal. <i>Please submit transfer list to EHS (Safety@tcu.edu) prior to moving.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
4.	All beakers, flasks, evaporating dishes, oil/water bathes, etc. have been emptied into the proper containers and disposed of appropriately, following EHS guidelines. <i>Under no circumstances may any hazardous chemical be disposed of down drains or into regular trash receptacles.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
5.	All chemical containers (primary and secondary) are labeled with the proper chemical name and securely closed. <i>Abbreviations, chemical formulas / structures are NOT acceptable.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
6.	Chemical containers have been checked for expiration dates and signs of corrosion, crystallization, and peroxide formation. <i>Peroxide-forming materials should be disposed of if the container has been opened and is more than six months old, or if it is unopened and is more than one year old. Always dispose of by the expiration date listed by the supplier.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
7.	Compressed gas cylinder connections have been removed, cylinder caps replaced, and cylinders placed in an appropriate area for pick up by vendor. EHS has been contacted for disposal of any lecture bottles or non-returnable cylinders.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
8.	Chemical inventory has been updated and final inventory has been submitted to Safety@tcu.edu .	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
9.	Clean and decontaminate all chemical cabinets, refrigerators, freezers and any other chemical storage areas, benchtops and equipment from any spilled chemicals. Remove all bench paper.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A



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Biosafety	Biohazards: Are/were biological agents used in this laboratory? If NO <input type="checkbox"/> (go to Supplies and Lab Equipment section)	
1.	EHS has been contacted to evaluate biohazards to be moved or discarded.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
2.	The Office of Research has been contacted to close IBC, IACUC, or IRB Memorandum of Understandings (MOU).	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
3.	Biohazardous materials and samples (e.g., cultures, frozen stocks, animal/human tissues, rDNA products/materials) that will be transferred to other IBC authorized researchers have been inventoried and marked for disposal or transferred to an active IBC protocol. <i>Contact TCU's IBC for approval and any protocols or amendments required.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
4.	All biological materials (including animal specimens and waste) have been removed from refrigerators, freezers, liquid nitrogen Dewars, cold rooms, storage rooms, shared labs, centrifuges, and incubators. <i>Biological materials may be stored refrigerated until disposal pickup.</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
5.	All biohazardous waste (solid, liquid, and sharps) has been rendered non-viable by an approved method (e.g., autoclaving) or packaged for removal by EHS for disposal.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
6.	Decontaminate all work surfaces (benches, door knobs/handles, drawer handles, floors, etc.) and storage areas after biohazardous materials are removed. Indicate disinfectant used: <input type="checkbox"/> 10% bleach with 30 minutes soaking <input type="checkbox"/> 70% ethanol with 30 minutes soaking <input type="checkbox"/> Other – specify type and concentration: _____	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
7.	Surface clean and disinfect all biosafety cabinets (BSCs), clean benches, centrifuges, incubators, or other equipment used to process and store biohazards. <i>Full gaseous decontamination of internal components of such equipment is generally not required, but may be necessary depending on risk assessment. Contact EHS for guidance</i>	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
8.	All biohazard labels/markings have been removed or defaced after decontamination.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A



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Supplies and Lab Equipment		
1.	Prior to discarding laboratory equipment, the following items were removed: <ul style="list-style-type: none"> • capacitors or transformers (in high-voltage generating equipment) • any oil, chemicals, or fluids (if possible) • mercury switches, thermometers, etc. • refrigerant fluids (in freezers and refrigerators) - • radioactive sources and chemicals 	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
2.	Sharps (needles, razor blades, scalpels, glass pipettes, etc.) have been removed and appropriately disposed according to EHS guidelines	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
3.	All glassware has been cleaned and stored, packed, or distributed following Departmental guidelines.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
4.	Broken glassware has been removed and securely closed in appropriate broken glass containers. Broken glassware that was contaminated has been decontaminated, as appropriate for the hazard. Contact EHS for disposal.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
5.	Contact EHS at Safety@tcu.edu to facilitate large equipment removal and/or relocation.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A

Actions Taken		Check when Complete
Miscellaneous and Final Walk-through		
1.	All trash and debris have been removed from floors, bench tops, cabinets, drawers, and fume hoods.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
2.	The only items remaining are those requested by the new tenant and are tagged with the new PI's name.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
3.	No items or equipment have been left in the hallway.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
4.	All emergency contact information and signage for specific hazards were removed.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A
5.	All laboratory equipment (fume hoods, BSCs, refrigerators, incubators, ovens, etc.) and areas where chemicals or biological agents were used or stored (e.g., cabinets, shelves, benchtops, etc.) were cleaned and decontaminated.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A



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Comments:

Signature, Principal Investigator

Printed Name, Principal Investigator

Date

Building and Room Number(s)

Signed form must be submitted to Department Chair and to EHS via campus mail or email.

EHS, TCU Box 298860, SWR 438, Fort Worth, TX 76129

Safety@tcu.edu