HS704- E26

Laboratory Decommissioning Checklist for transfer of materials to E26 or BioLink

Refer to the HS723 Laboratory Decommissioning / Project Cessation Procedure.

The purpose of this checklist is to ensure that labs are prepared for the relocation to E26 (Stage 1) or to D26-BioLink (Stage 2A). This form differs from the standard HS704 and should be used solely for the relocation of BABS and BEES labs during the move. Preparation for the relocation requires that the area in which any work was performed is cleared of all hazards and ready for the moving contractors as required by UNSW and Allied Pickfords.
This notice, along with an HS700 form and the Allied Pickfords Checklist MUST be posted on the door to the lab before the removalists enter the laboratory.

Date facility due to be relocated:	Principal Investigator:

School:	Building:	Room number:

Brief description of Task	Preparation of the laboratory for packing of chemicals and glassware by Allied Pickfords. Preparation of the laboratory for relocation of materials by Allied Pickfords or other contractors

The following Checklist must be completed and signed by the person responsible for managing the above area.	**Tick when complete**
Complete risk management documentation, including assessing the risks of the decommissioning process	☐
The personal protective clothing and equipment as identified in the risk assessment must be worn for the decontamination and cleaning tasks.	☐
Chemicals	
1. All hazardous materials in refrigerators or freezers are properly contained.	☐
2. All unrequired chemicals have be removed as waste via the Waste protocol HS503.	☐
3. The Health & Safety (HS) Unit has been contacted for any Schedule 8 Drugs that need to be removed by the Duty Pharmacist at the Department of Health.	☐
4. All areas (including Fume Cupboards) that have to be accessed by the removalists have been cleaned: chemical residues, drips and spills are appropriately cleaned up and decontaminated.	☐
5. All bench tops have had disposable liners/covers removed from the work surface, and surfaces have been cleaned.	☐
6. All materials involved in decontamination and clean up are labelled and packaged as solid contaminated waste awaiting disposal by the chemical waste contractor.	☐
7. All chemical storage cabinets are free from corrosion or residue	☐
8. All chemicals to be transferred are properly segregated and laid out for collection as instructed. All hazardous chemicals for transfer should be located in appropriate DG cupboards.	☐
9. There will be no chemicals left in the laboratory. All chemicals that are not being relocated to E26 are to be removed by UNSW's chemical waste contractor (UNSW Waste protocol HS503) prior to E26 Bioscience South move dates.	☐
Compressed Gas Cylinders	
10. Cylinders are properly labelled and secured.	☐

11. Cylinders not in use are disconnected and capped and returned to storage.	☐
12. Arrangements have been made for returning empty cylinders to vendors.	☐
13. Arrangements have been made for the safe transfer of cylinders to be re-located to another work unit if applicable.	☐
14. For the remaining cylinders, arrangements have been made for the cylinders to be removed by the licensed chemical waste contractor via the HS Unit.	☐
Radioactive Materials	
15. All radioactive materials to be removed and relocated in 202B.	☐
16. All surfaces used for radioactive work have been tested for contamination and thoroughly decontaminated.	☐
17. All radioactive labels have been removed from work surfaces.	☐
Biological Materials	
Procedure: Check that an appropriate disinfectant is selected for decontaminating tasks. Refer to Appendix F in AS2243.3.3 to assist with selection. If the disinfectant in use does not contain a surfactant, wash the areas to be decontaminated with soap (detergent) and water first to remove oily dirt that may prevent the disinfectant from contacting and killing the microorganisms**.** Pour the disinfectant on the areas to be decontaminated or onto towelling. Rub the areas and repeat. Let a film of disinfectant remain on the surface to air dry. If using a phenolic-based compound, follow up with a water rinse to remove the residual phenolic (if desired). For this procedure to be effective, the disinfectant must contact the organism and be in contact for a sufficient time to kill (see manufacturers recommendations)	
18. All work surfaces and storage areas that will be accessed by removalists and all instruments and equipment have been decontaminated with appropriate disinfectant.	☐
19. All biological waste has been removed from the laboratory.	☐
20. All inside working surfaces of the biological safety cabinets have been decontaminated and the cabinets are empty.	☐
21. There will be no biological material left in the laboratory.	☐
22. All sharps have been placed in puncture resistant containers for disposal.	☐
Equipment	
23. All equipment has been disinfected and decontaminated.	☐
24. All instruments and equipment not being relocated has been disposed of in accordance with UNSW guidelines.	☐
25. Facilities Management have been contacted for the safe removal of any equipment connected to building infrastructure if applicable.	☐
26. All broken glass has been placed in a rigid, puncture resistant container and sealed in preparation for pick up by the chemical waste contractor.	☐
Records	
27. The SciQuest inventory for the laboratory is up-to-date	☐
28. A record of this completed checklist will be been sent to the School Safety Manager.	☐
29. A Laboratory Clearance Certificate (HS700) has been completed certifying that the area is now able to be safely accessed by other personnel and posted on the doorway. A copy has been sent to the School Safety Manager.	☐

I certify that the above area has been decontaminated and all chemical, biological and radioactive hazards have been removed according to the work practices identified above.

_____ (Print) _____ (Signature) / / (Date)