

HS704**Laboratory Decommissioning Checklist**

Refer to the HS723 [Laboratory and Equipment Decommissioning / Project Cessation Procedure](#)

The purpose of this checklist is to ensure that when a research laboratory is being vacated for another group or to be used for another purpose that the area in which the work was being done is cleared of all hazards and left in a safe decontaminated state for others. Similarly if the area is being vacated due to refurbishment or maintenance, it must be left in a state that ensures contractors and maintenance staff are not exposed to any biological, chemical or radiation risks.

Date Facility due to be Decommissioned :	Principal Investigator:
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School:	Building:	Room number:
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Brief description of Task	
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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	<input type="checkbox"/>
The personal protective clothing and equipment as identified in the risk assessment must be worn for the decontamination and cleaning tasks.	<input type="checkbox"/>
Chemicals	
1. Refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops have been checked for storage of hazardous materials (include shared spaces).	<input type="checkbox"/>
2. Arrangements have been made for all labelled and segregated chemical containers to be removed by UNSW's chemical waste contractor.	<input type="checkbox"/>
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. Refrigerators have been emptied, defrosted and cleaned.	<input type="checkbox"/>
5. Storage areas (including Fume Cupboards) have been cleaned: chemical residues, drips and spills are appropriately cleaned up and decontaminated.	<input type="checkbox"/>
6. If the fume cupboard contains filters, the filters have been removed using the established process as for filter replacement. The filter should be packaged and removed as solid chemical waste. If the fume cupboard contains a wash down facility, it is run for at least 15minutes.	
7. All bench tops have had disposable liners/covers removed from the work surface, and surfaces have been cleaned.	<input type="checkbox"/>
8. All materials involved in decontamination and clean up are labelled and packaged as solid contaminated waste awaiting disposal by the chemical waste contractor.	<input type="checkbox"/>
9. All keys to lockable chemical storage cabinets have been returned to the appropriate administrative officer.	<input type="checkbox"/>
10. All Cupboards, cabinets, fridges, fume cupboards, lab benches are now empty.	<input type="checkbox"/>
Compressed Gas Cylinders	
11. Cylinders are properly labelled and secured.	<input type="checkbox"/>
12. Cylinders not in use are disconnected and capped and returned to storage.	<input type="checkbox"/>
13. Arrangements have been made for returning empty cylinders to vendors.	<input type="checkbox"/>
14. Arrangements have been made for the safe transfer of cylinders to be re-located to another work unit if applicable.	<input type="checkbox"/>
15. For the remaining cylinders, arrangements have been made for the cylinders to be	<input type="checkbox"/>

removed by the licensed chemical waste contractor via the HS Unit.	
Radioactive Materials	
16. Arrangements have been made for radioactive materials to be removed to the Radiation Store via the HS Unit.	<input type="checkbox"/>
17. A request has been made to the HS Unit for final dose monitoring reports to be provided to applicable staff.	<input type="checkbox"/>
18. All radioactive labels have been removed from work surfaces.	<input type="checkbox"/>
Biological Materials	
19. Check that an appropriate disinfectant is selected for decontaminating tasks. Refer to Appendix F in AS2243.3.3 to assist with selection.	
20. 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.	
21. 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)	
22. All work surfaces and storage areas, including benchtops, floors, surfaces of equipment, fume hoods, waterbaths, centrifuges, refrigerators, freezers, incubators, walls, sinks, walk-in coolers, etc. have been decontaminated with appropriate disinfectant.	
23. Arrangements have been made for all potentially infectious material to be autoclaved and is awaiting disposal by UNSW's Bio-waste contractor.	<input type="checkbox"/>
24. All inside working surfaces of the biological safety cabinets have been decontaminated.	<input type="checkbox"/>
25. Arrangements have been made for the decontamination and replacement of the HEPA filter in the biological safety cabinet if required.	<input type="checkbox"/>
26. All sharps have been placed in puncture resistant containers for disposal.	<input type="checkbox"/>
27. All PC2 signs and other signage no longer applicable has been removed from doors and other surfaces.	<input type="checkbox"/>
Equipment	
28. All equipment has been disinfected and decontaminated.	<input type="checkbox"/>
29. Arrangements have been made for the decommissioning, dismantling and disposal of equipment under an approved risk assessment.	<input type="checkbox"/>
30. Facilities Management have been contacted for the safe removal of any equipment connected to building infrastructure if applicable.	<input type="checkbox"/>
31. All broken glass has been placed in a rigid, puncture resistant container and sealed in preparation for pick up by the chemical waste contractor.	<input type="checkbox"/>
Records	
32. A copy of the last current lab/chemical inventory has been provided to the department head?	<input type="checkbox"/>
33. A record of this completed checklist is to be retained by the Head of School or Centre.	<input type="checkbox"/>
34. If the laboratory is to be refurbished or requires maintenance a Laboratory Clearance Certificate is required to be completed certifying that the area is now able to be safely accessed by other personnel and a copy retained by the Head of School/Centre.	<input type="checkbox"/>

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)