

Laboratory Decommissioning Checklist

The following tasks need to be completed by laboratory personnel (where applicable) before a final decommissioning inspection is performed by EH&S Research Safety staff.

Chemical & General Safety

Chemical storage areas wiped down and decontaminated.

All compressed cylinders returned to the appropriate supplier or transferred to another lab.

All chemicals transferred or disposed of according to [USC guidelines](#).

Hazardous waste disposed of according to [USC guidelines](#).

Fume hoods cleaned and decontaminated.

Drawers and cabinets used for hazardous materials emptied, cleaned and wiped down.

Benchtops, furniture and other work areas cleaned and decontaminated.

All equipment designated for removal or transfer cleaned, decontaminated and equipment decontamination form attached and signed by lab personnel and EH&S Radiation Safety (if applicable).

Overall appearance of cleanliness.

Verify that all shared areas are free of hazardous waste and materials that belong to the lab.

Biological Safety (not applicable)

All laboratory work surfaces decontaminated using an appropriate disinfectant.

Biological waste disposed of according to the [USC Biological and Infectious Waste Management Plan](#).

All biological materials and biohazard sharps containers disposed of or Biological Safety staff notified if any biological materials will be transferred to another lab.

Decontaminate equipment used for experiments involving biological materials before removal from the laboratory.

Biological Safety staff notified prior to decommissioning or relocating a biosafety cabinet (BSC), and BSCs gas decontaminated prior to decommissioning or relocation. See the [USC Biological Safety Cabinet Program Manual](#) for additional information.

Biohazard signage removed from the laboratory entrance door and any appliances previously used to store potentially infectious materials.

Radiation Safety (not applicable)

All equipment, appliances, surfaces, fume hoods, cabinets, drawers etc. used in conjunction with radiological research identified and cleaned.

Radiation Safety staff surveyed all areas and wipe tests done to ensure areas and equipment are free of contamination.

Radiation Safety staff have removed all labels and tape associated with radiological research.

Radioactive materials transferred and disposed of according to [USC guidelines](#).

Radioactive waste disposed of according to [USC guidelines](#).

Radiation door signage removed by Radiation Safety staff.