

University of Hawai'i at Mānoa Laboratory Decommissioning Checklist

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|-------------------------|---------------------------|
| Principal Investigator: | Department: |
| Department Head/Chair: | Building: |
| Room Number: | Laboratory Closeout Date: |

The purpose of this checklist is to assist Principal Investigators in safely removing hazardous materials from a laboratory and confirming that the area is free from contamination.

| Chemicals and Hazardous Waste | Yes | No | N/A |
|--|------------|-----------|------------|
| Refrigerators, areas under sinks, fume hoods, cabinets, shelves, and bench tops have been checked for storage of hazardous materials (including shared spaces). | | | |
| All chemical containers have been labeled and made ready for disposal, transfer, or recycling in accordance with the University of Hawai'i Hazardous Materials Management & Disposal Guidelines. | | | |
| Refrigerators have been emptied, defrosted, and cleaned. | | | |
| Storage areas have been cleaned: chemical residues, drips, and spills are appropriately decontaminated and cleaned. | | | |
| All benchtops have had disposable liners/covers removed from the work surface and surfaces have been cleaned. | | | |
| All keys to lockable chemical storage cabinets have been returned to the department. | | | |
| Controlled Substances | Yes | No | N/A |
| All storage areas are free of controlled substances. | | | |
| All controlled substances have been disposed of or transferred according to U.S. Drug Enforcement Agency regulations and requirements. | | | |

| Compressed Gas Cylinders | Yes | No | N/A |
|---|------------|-----------|------------|
| Cylinders have been properly labeled and secured. | | | |

| | | | |
|--|------------|-----------|------------|
| Cylinders not in use have been disconnected and capped. | | | |
| Arrangements have been made for returning empty cylinders to vendors. | | | |
| All cylinders have been labeled and ready for disposal, transfer, or recycling in accordance with the University of Hawaii Hazardous Materials Management and Disposal Guidelines. | | | |
| Radioactive Materials | Yes | No | N/A |
| Radioactive waste materials have been handled in accordance with the University of Hawaii Radioactive Waste Disposal Procedures. | | | |
| The removal of radioactive materials and termination surveys has been coordinated with the Radiation Safety Officer in accordance with the guidelines in the University of Hawaii Radiation Safety Manual. | | | |
| Biological Materials | Yes | No | N/A |
| All work surfaces and storage areas, including walk-in coolers, freezers, refrigerators and incubators, have been decontaminated. | | | |
| All inside working surfaces of the biological safety cabinets have been decontaminated. | | | |
| Certification of the biological safety cabinet is current. | | | |
| Arrangements have been made for the decontamination and replacement of the HEPA filter in the biological safety cabinet, if required. | | | |
| All sharps have been properly disinfected and placed in puncture resistant containers for disposal. | | | |
| All biological waste has been autoclaved and properly disposed. | | | |
| Are there biological materials that need to be transferred to another location? If yes, contact the Biological Safety Program for transport information. | | | |
| The Responsible Official (Research Office) has been contacted to advise that experiments using a Select Agents and/or Toxins will be terminated and the Select Agents and/or Toxins will be destroyed. | | | |
| Equipment | Yes | No | N/A |
| All equipment has been disinfected and decontaminated. | | | |
| Is any portable equipment going to be removed for disposal? If yes, submit a work request to Work Coordination Center. | | | |
| Is any permanently installed equipment (connected building systems) being removed for transfer with the exiting investigator? If yes, contact Facilities Management. | | | |
| Has all broken glass been placed in a rigid puncture resistant container or cardboard box and sealed in preparation for disposal by Buildings and Grounds Management? | | | |

| Records | Yes | No | N/A |
|---|-----|----|-----|
| If any hazardous chemicals are remaining in the lab, has a copy of the current lab/chemical inventory been provided to the department head? | | | |

I have, to the best of my knowledge, complied with the requirements of the University of Hawai'i at Mānoa Laboratory Decommissioning Checklist and am not aware of any other items or special circumstances that are not listed on this form.

Principal Investigator: _____ Date:

Department Chair: _____ Date:

Please submit this completed form to EHSO and ORC: labsafe@hawaii.edu and biosafe@hawaii.edu

Inquires/Assistance:

Chemicals/Hazardous Waste: 956-5097 labsafe@hawaii.edu

Radiation Safety: 956-6475 ntg@hawaii.edu

Biosafety: 956-3197 biosafe@hawaii.edu

For EHSO/ORC Use Only

Final Inspection Sign-Off

Chemical Hygiene Officer: _____ Date:

Biological Safety Officer: _____ Date:

Radiation Safety Officer: _____ Date: