

APPENDIX C: Biological Laboratory Decommissioning/Closure Form

Department: _____

Laboratory Location: Building _____ Room: _____

Laboratory Contact Person: _____

Telephone Number: _____

Date of Decommissioning/Closure _____

Check List

- All biological materials have been destroyed or transferred to another laboratory appropriately.
- Any select agents under my control have been destroyed or transferred in accordance with EHS's procedures and all state and federal regulations.
- Any biological safety cabinets have been emptied and decontaminated with a *10% bleach/water solution. (Any Biosafety cabinet that will need to be moved must be decontaminated by an EHS approved vendor).
- All stocks and media solutions have been decontaminated by autoclaving or a 10% bleach/water solution and disposed via the sink drain.
- All unused supplies have been relocated to a new laboratory, sent to surplus or transferred to another research facility.
- All biological materials have been removed from freezers and refrigerators. The freezers and refrigerators have been decontaminated with a 10% bleach/water solution.
- All laboratory surfaces used for infectious materials have been decontaminated with a 10% bleach/water solution.
- All biohazard signs and labels have been removed from equipment and cabinets.
- All solid infectious materials and used supplies have been disposed in an infectious waste container.
- All sharps have been placed into sharp containers and the sharp containers disposed in infectious waste containers.
- All chemical waste have been disposed through the EHS hazardous waste program.
- All useful chemicals have been redistributed within the University or transferred to another location in accordance with Department of Transportation regulations.

Responsible Party (i.e., Principal Investigator)

Date

I have conducted the Biological laboratory closure\decommissioning survey and certify this laboratory to be decommissioned.

EHS Representative

Date

* or other approved chemical or method(s) of decontamination