

Laboratory Decommissioning Procedure and Checklist

Researchers are required to follow the University of Idaho Laboratory Decommissioning Procedure prior to vacating any laboratory or other space where chemical, biological or radioactive materials have been used or stored. Events requiring decommissioning of a laboratory include:

- Terminating affiliation with the University of Idaho
- Relocating to another laboratory space
- Major laboratory renovation
- Retirement from research activities

The principal investigator (PI) is fully responsible for complying with all laboratory decommissioning requirements. In the event that the PI is unable to fulfill these requirements, the department or college administrator becomes responsible for implementing the decommissioning procedure. Department or college administrators are responsible for oversight of the decommissioning procedure and certifying that the vacated laboratory space has been properly decommissioned. Researchers who are vacating shared laboratory space shall ensure that this procedure is implemented for their portion of the laboratory space.

The department will be held responsible for costs, deficiencies, or any regulatory actions or fines resulting from the improper management or disposal of regulated materials from laboratories that have not been properly decommissioned.

The completed form must be returned to EHS at safety@uidaho.edu or through campus mail at MS 2030. Contact EHS at 885-6524 with questions.

Laboratory Decommissioning Procedure and Checklist

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	Yes	No	N/A
Refrigerators, area under sinks, fume hoods, cabinets and shelves, and bench tops have been checked for storage of hazardous materials (include shared spaces).			
All chemical containers are labeled and ready for disposal, transfer, or recycling in accordance with the University of Idaho Hazardous Materials Management & Disposal Policy and Procedures. http://www.uidaho.edu/infrastructure/pss/ehs			
Refrigerators have been emptied, defrosted and cleaned.			
Storage areas must be clean of chemical residues. Drips and spills are appropriately decontaminated and cleaned up.			
All bench tops 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 are disposed of or transferred according to U.S. Drug Enforcement Agency regulations and requirements.			
Compressed Gas Cylinders	Yes	No	N/A
Cylinders are properly labeled and secured.			
Cylinders not in use are disconnected and capped.			
Arrangements have been made for returning empty cylinders to vendors.			
All cylinders are labeled and ready for disposal, transfer, or recycling in accordance with the University of Idaho Hazardous Materials Management and Disposal policy and Procedures. http://www.uidaho.edu/infrastructure/pss/ehs			
Radioactive Materials	Yes	No	N/A
Radioactive waste materials are being handled in accordance with the University of Idaho Radioactive Waste Disposal Procedures. http://www.uidaho.edu/infrastructure/pss/ehs/radiation-safety-manual/disposal-procedures			
The removal of radioactive materials and termination surveys have been coordinated with Radiation Safety Officer in accordance with the guidelines in the University of Idaho Radiation Safety Manual (see "Termination Surveys" in the following link). http://www.uidaho.edu/infrastructure/pss/ehs/radiation-safety-manual/classification			

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Biological Materials	Yes	No	N/A
All work surfaces and storage areas, including walk-in coolers, freezers, refrigerators, centrifuges, and incubators have been decontaminated.			
All inside working surfaces of the biological safety cabinets have been decontaminated by the user.			
Arrangements have been made for the decontamination and/or replacement of the HEPA filter in the biological safety cabinet if required.			
All sharps have been properly disinfected, placed in puncture resistant containers, and properly disposed.			
All biological waste has been autoclaved or decontaminated and properly disposed.			
Are there biological materials that need to be transferred to another location? If yes, contact the biological safety officer at biosafety@uidaho.edu or 208-885-4054.			
Has the Responsible Official (Research Office) been contacted to advise that experiments using Select Agents and/or Toxins will be terminated and the Select Agents and/or Toxins will be destroyed?			
Have all biohazard symbols/signs been removed from equipment and entries.			
Has Institutional Biosafety Protocol been updated for current status and locations?			
Equipment	Yes	No	N/A
All equipment has been disinfected and decontaminated.			
Is any equipment going to be transferred to Surplus? If yes, then equipment must be inspected by Environmental Health and Safety personnel prior to transfer to Surplus.			
Is any equipment connected to permanent 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 and sealed in preparation for disposal by Building Services?			
Records	Yes	No	N/A
A copy of the last current lab/chemical inventory has been provided to the department chair?			

I have, to the best of my knowledge, complied with the requirements of the University of Idaho 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: _____

Final Inspection Sign-Off

Laboratory Safety Officer: _____

Date: _____

Biological Safety Officer: _____

Date: _____

Radiation Safety Officer: _____

Date: _____