

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.