

Environmental Health and Safety

Laboratory Decommissioning Checklist

The University of Idaho Laboratory Decommissioning Procedure (see [APM 35.66 – Laboratory Decommissioning Policy](#)) stipulates required decommissioning steps researchers must implement 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. If 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.

Return the completed checklist to EHS at safety@uidaho.edu or through campus mail at MS 2030. Contact EHS at 208-885-6524 with questions.

Environmental Health and Safety Laboratory Decommissioning 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, areas under sinks, fume hoods, cabinets and shelves, and bench tops have been checked for stored hazardous materials (including shared spaces).			
All chemical containers are labeled and ready for disposal, transfer, or recycling in accordance with the U of I Hazardous Materials Management and Disposal Policy and Procedures. https://www.uidaho.edu/environmental-health-safety/policies-procedures			
List of the remaining chemical inventory (electronic or paper copy) has been transferred to department.			
Refrigerators have been emptied, defrosted, and cleaned.			
Storage areas must be clean of drips, spills, and other chemical residues.			
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 (DEA) 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 to return empty cylinders to vendors.			
All cylinders are labeled and ready for disposal, transfer, or recycling in accordance with the U of I Hazardous Materials Management and Disposal Policy and Procedures. https://www.uidaho.edu/environmental-health-safety/policies-procedures			
Radioactive Materials	Yes	No	N/A
Radioactive waste materials are being handled in accordance with the U of I Radioactive Waste Disposal Procedures. https://www.uidaho.edu/environmental-health-safety/safety-programs/radiation-safety			
The removal of radioactive materials and termination surveys have been coordinated with the Radiation Safety Officer (RSO) in accordance with the U of I Radiation Safety Manual ("Termination Surveys"). https://www.uidaho.edu/environmental-health-safety/policies-procedures			

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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 interior working surfaces of 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 disposed of in accordance with the EHS sharps disposal guide.			
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.			
If select agents and/or toxins have been used, has the responsible official (Research Office) been advised that experiments will be terminated and the select agents and/or toxins will be destroyed?			
All biohazard symbols/signs have been removed from equipment and entries.			
Institutional Biosafety Protocol has been updated for current status and locations.			
Equipment	Yes	No	N/A
All equipment has been disinfected and decontaminated.			
Equipment being transferred to surplus has been inspected by Environmental Health and Safety personnel prior to transfer.			
Facilities Management has been contacted regarding any equipment connected to permanent building systems that will be removed for transfer with the exiting investigator.			
All equipment has been transferred to someone within the department according to Asset Accounting procedures.			
All broken glass has been placed in a rigid, puncture resistant container and sealed for disposal in the nearest dumpster.			

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: _____