



Laboratory Decommissioning Procedure Checklist

This checklist must be used whenever a SLU laboratory will be vacated for any reason. This includes

• The PI and their designee are responsible for the following:

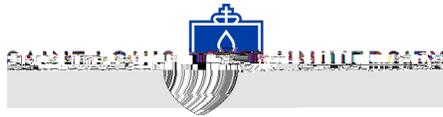
in advance if leaving the University

The PI (and designee) is Responsible for the Following		Date Completed ~ /v]Ÿ
o Á Ç • W E } Ÿ (Ç e l s z @ s l u . e d u i s c h e k l i z t .		
CHEMICALS AND CHEMICAL WASTE		
1.	<p>Inspect and Inventory All Chemicals associated with that chemical.</p> <p>Make every chemical containers are clean and free of any hazardous material leakage</p>	
2.		

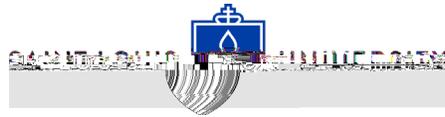


<p>The PI (and designee) is Responsible for the Following</p> <ul style="list-style-type: none">o <u>Á Ç • W _ E } Ÿ (Ç e š Z @ w . e j) o i s c h e c k i z t .</u>	<p>Date Completed ~ / v] Ÿ</p>
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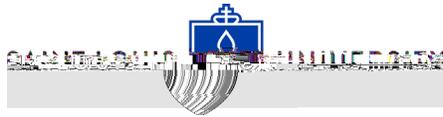
xNo hazardous chemicals shall be discarded in the trash



The PI (and designee) is Responsible for the Following o Á Ç • W E } Ÿ (Ç e š z @ s l u . e d u i s c h e c k i z t .		Date Completed ~ / v j Ÿ
BIOLOGICAL MATERIALS AND BIOHAZARD WASTE		
1.	<p>} v š š š Z] } o } P] o ^ (š s k l a b o r a t o r y m o v e) i s k n o w n x d Z] • j • • • v Ÿ o š } f a c i l i t a t e a d v a n c e d % o μ o d h a n d l e a v o i d % o Ç Ä v ö s t s š } š Z W / v l } Ç e f o r v a n d e r % o Ç e v š Ä r e s o u r c e s</p>	
2.	<p>Completely removal inventory of biological agents Ä] μ š Z } Ç e] i š Ç e v • disposal, (see no. 3, 45 below) and in accordance with approved IBC procedures • Ç e]] v Z • % o] . . / W Ç e } š } } o * d Z] •] v o μ • v Ç • v μ o o • l Z Ç e u v • U o o o] v • U š Ç e] U Ä] Ç e μ • • U Ç e } u] v v š } Ç e • Ç v š Z Ÿ v μ o]] • ~ X P X U % o o •</p>	
3.	<p><u>Internal Transfer of Biological Agents</u> * o another SLU researcher x d Z] • Ç e < μ] Ç e • / % o % o Ç e } Ä o () Ç e š Ç e v • (Ç e U Ä v] (] } o } P] o u stored and not used. E K d W d Z] • • Z } μ o } v Ä o o] v Ä</p>	
4.	<p><u>External Transfer of Biological Agents</u> * š } v } š Z Ç e] v • Ÿ š μ Ÿ } v x d Z] • v • š } } v Ç % o Ç e • } v v o Á] š Z μ Ç e Ç e v š K d l / d š Ç e] v] v F Ä] š Z o o % o % o o] o o Á • v Ç e P μ o Ÿ } v • X</p>	
5.	<p>Disposal of all other biological agents x D μ • š } v Ç / % o % o Ç e } Ä % o Ç e • } v v o μ •] v P / % o % o Ç e } Ä u š Z } P v š] v Ÿ Ä Ÿ } v v] • % o } • o X x d Z] • o • }] v o μ •] • % o } • o } (• Z Ç e c o n t a i n e r s a n d a f f a i r i n g } Ä • Z Ç e % o • % o] l μ % o } (] } Ä • š Ç , ^ X x u] o w a s t e @ s l u . e d u</p>	



The PI (and designee)



The PI (and designee) is Responsible for the Following o Á Ç • W E } Ÿ (Ç e š z @ w . e d u is c h e c k i z t .	Date Completed ~ / v] Ÿ
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GENERAL LABORATORY GOODSE

1.	Remove absorbent material and tape from all lab surfaces shelves and fume hoods. x / (} v š u] v š Á] š Z Z ì CE p t a m i n a s e S u r f a c e s] • % o } • } (u š CE] o • • % o % o CE } % o CE] š Z ì CE } μ • Á • š X	
2.	Equipment x t] % o } Á v v] •] v (š v a d l a b u r a t o r y s u r f a c e s t h a t a r e l i k e l y t o b e } v š u] v š CE (X P) P CE š } CE • U Á š CE š Z • U] v μ š } CE • U v š CE] (μ P x Z (CE] P CE š } CE • • Z } μ o u % o Ÿ v š Z } CE } μ P Z o Ç Á] % o } Á v] v •] x d Z W / } CE •] P v u μ • š À CE] (Ç % o CE } % o CE } v š u] v Ÿ } v } (o o < μ b e i n g r e l e a s e d t o n o r o % o CE • } v v o ~ X P X u } À CE • U CE] CE % o d CE • CE Á] • } CE s t o r a g e • X x R e f r i g e r a t o r s o r f r e e z e r s d e s i g n a t e (} CE] • % o } • o U u μ • š } o o š Ç] • š CE] μ Ÿ } ^ CE Á] • (} CE . v o] • % o } • o Ç D Z] • Á • D R e c y c l i n g o CE u } À (CE } v % o CE] } š }] • % o } • o X x K] š I Z . S E x I e] % o u v š } v š] v] v P Z ì CE } μ • u š CE] o • ~ • μ Z • }] o U u CE	

