



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:

• Inspect and inventory all chemicals and chemical waste associated with that chemical.

• Make every effort to ensure that all chemical containers are clean and free of any hazardous material leakage.

in advance if leaving the University. The PI and their designee are responsible for the following:

• Inspect and inventory all chemicals and chemical waste associated with that chemical.

• Make every effort to ensure that all chemical containers are clean and free of any hazardous material leakage.

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



<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 @ sl u . e d u i s c h e k i z t .		Date Completed ~ / v } 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 } 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] İ 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</u> Transfer of Biological Agents* 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</u> Transfer of Biological Agents* 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 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 @ s u . e d u is ch 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 and 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 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	

