

University of Victoria

**Laboratory Furniture/Equipment Decontamination Tag**

Description of item: \_\_\_\_\_

**\* Please check the appropriate box for further action on the item:**

- Remain in current location**
- Relocate to another lab**
- UVic Surplus for recycling or disposal**

Special instructions: \_\_\_\_\_

***Placement of this tag on the furniture/equipment and your signature below affirms that the item has been inspected and decontaminated.***

Name of Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

***Additional Instructions***

- Please ensure the [Lab Decommissioning/Close-out Form](#) is filled out and signed for labs that are cleaned out/vacated
- If decontaminated Laboratory Furniture/Equipment are to be moved out of an active lab (chemical, biological etc) check off the following are completed and post on the equipment along with the decontamination tag above:
  - Clear all hazardous materials 2 m around the furniture or equipment for removal to ensure unobstructed pathway for movement.
    - Relocate loose vials or solvent bottles on bench tops to cabinets or placed in secondary containment
    - Remove or temporarily relocate hazardous waste containers
    - Chemicals/vials securely stored on shelving can be left as is
  - Inform all lab personnel in the space that no lab work can occur while furniture or equipment is being moved or while movers/contractors are in the lab.
  - Assign a department or lab representative to be present for the entire duration of the equipment move.

Signature: Lab Principal Investigator \_\_\_\_\_