

# Laboratory Decommissioning/ Close-out Form



The purpose of this form is to ensure a safe work environment for new lab occupants, and non-lab workers involved in renovations and/or removal of surplus materials. Ensure the lab owner or department fill out all sections and return the completed form to **Occupational Health, Safety and Environment**. Further details at <http://www.uvic.ca/ohse/research/laboratory/decommissioning/index.php> or contact [ohs@uvic.ca](mailto:ohs@uvic.ca)

Inspected by: \_\_\_\_\_

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

Room number: \_\_\_\_\_

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

	YES	NO	N/A	COMMENTS
<b>GENERAL LAB</b>				
Clean and decontaminate laboratory furniture (bench tops, drawers, etc.) with an appropriate cleaner.				
Clean and decontaminate laboratory equipment (fume hoods, acid/flammable cabinets, etc.) with an appropriate cleaner.				
Label decontaminated laboratory equipment with an approved <a href="#">furniture/equipment decontamination tag</a>				
Ensure all storage units such as refrigerators, storage cabinets, freezers, etc. have been checked and cleared of hazardous materials.				
Ensure all chemical containers have WHMIS labels and are securely closed for transfer or storage.				
Dispose all chemical wastes through the <a href="#">hazardous waste management program</a> .				
Update chemical inventory records.				
Contact Science Stores to arrange for transfer or return of compressed gas cylinders.				
<b>BIOLOGICAL MATERIALS</b>				
Contact the Biosafety Officer if a biosafety cabinet needs to be relocated or disposed.				
Transfer remaining inventory of biological materials to an approved storage area or lab.				
Ensure all biohazardous waste is properly disposed.				
<b>RADIOACTIVE MATERIALS</b>				
Contact the Radiation Safety Officer (RSO) to update Radioisotope Permit or to decommission lab.				
Dispose of radioactive waste, in accordance with the University's Radiation Safety Program.				
Decontaminate all surfaces and contact the RSO to perform a final wipe test.				
Remove all radioactive warning signs, labels, etc.				

Signature: Department Chair (or designate) \_\_\_\_\_