

APPENDIX A – Laboratory/Studio Decommissioning Checklist

This checklist is designed to guide laboratory personnel safely through decommissioning procedures in the event that laboratory operations are moved or discontinued. In addition to the items in the checklist, please also consider the following:

- Review this form 90 days prior to vacating the laboratory, room, or area. This form will be certified by Tulane’s Office of Environmental, Health & Safety (OEHS) upon the completion of the decommissioning process.
- Use appropriate personal protective equipment when cleaning, during decontamination, when handling hazardous materials, and when handling waste.
- Ensure that hazardous materials and their locations remain secure. Movers must be trustworthy and reliable. Do not leave hazardous materials unattended or unsecured in hallways, loading areas, and vehicles.
- Be sure to clean and decontaminate areas outside the lab such as coldrooms, hallway freezers, and common storage areas. If these areas will no longer be used, remove all materials, including chemicals and biologicals.

Procedure	Date Completed
Gas Cylinders	
Remove regulators and manifolds. Cap all cylinders and bottles.	
Return cylinders to gas distributor.	
Contact OEHS for assistance with disposal of non-returnable bottles.	
Controlled Substances	
Contact Louisiana Board of Pharmacy and Drug Enforcement Agency to close or change location of the Controlled Substances Permit.	
Properly dispose of controlled substances.	
Other Chemicals	
Label all containers.	
Evaluate and sort chemicals into categories: move, redistribute to others, research materials to preserve, unknowns, and waste.	
Contact OEHS officer for guidance on proper packaging and shipping of chemicals.	
Redistribute usable chemicals to stockrooms and other laboratories.	
Follow organizational procedures for proprietary samples and research materials to preserve.	
Update chemical inventory records to reflect the disposal or new locations of laboratory chemicals.	
Clean and decontaminate benchtops, furniture, other surfaces, laboratory hoods, storage cabinets, and other fixed equipment. Remove warning stickers. Attach clearance statements to equipment, spaces, etc.	
If mercury may have been spilled in the laboratory’s history, verify decontamination with a portable atomic absorption spectrometer with a mercury vapor sensitivity of 2 ng/m ³ .	
Last step: Inspect all lab spaces to verify the removal of all chemicals. Be	

sure to check all drawers, cabinets, cupboards, refrigerators, etc.	
Microorganisms, Cultures and rDNA	
Contact the Tulane's Office of Biosafety.	
Adhere to the requirements of Tulane's Office of Biosafety.	
Animal and Human Tissue	
Contact Tulane's Office of Research.	
Radioactive Materials	
Contact the Tulane's Radiation Safety Officer.	
Adhere to the requirements of Tulane's Radiation Safety Officer.	
Sharps	
Sharps include needles, syringes with or without needles, Pasteur pipettes, pipette tips, and broken glass.	
Keep separate sharps that are radioactive, biologically contaminated, and chemically contaminated. Properly dispose of sharps.	
Movable Laboratory Equipment	
Decontaminate movable lab equipment that is to be left in place, moved, sold as surplus, or disposed of.	
Units that may contain refrigerants must be evaluated by Campus Services to determine if refrigerant needs to be removed. If so, arrange for removal.	
For refrigerators, freezers, and other movable equipment that may be contaminated with chemicals, clean, decontaminate, remove warning stickers. The PI completes the Equipment Transfer Certification (Appendix B) and submits the form to OEHS. OEHS certifies the equipment for disposal. The PI contacts Campus Services for disposal of the equipment.	
Biological safety cabinets must be decontaminated with appropriate disinfectants. Once this initial decontamination is completed, contact OEHS. Cabinets must be certified by Tulane's Office of Biosafety prior to use in the new location on Tulane's campus. If the cabinets are to remain in the original laboratory, the cabinets are properly decontaminated before the laboratory is vacated. Contact the Office of Biosafety for assistance with the decontamination and removal of biological safety cabinets.	
Chemical fume hoods are inspected by OEHS for explosive perchlorate/nitrate crystals. If perchlorate crystals/nitrate crystals are found, the hood/ducts will need to be washed by a vendor. Contact Campus Services to schedule a vendor to wash the hoods. OEHS will be retest the hood until no further contamination is observed.	
Fume hoods that will remain in the original laboratory must be appropriately cleaned/decontaminated by the PI before the laboratory is vacated.	
The PI decontaminates all equipment that contains radioactive, chemical, and/or biohazardous materials before the laboratory is vacated.	
Discuss any equipment that contains hazardous materials with OEHS to ensure proper disposal of the materials prior to moving the equipment.	
Other	
Dispose of used gloves, aprons, goggles, etc. according to organizational procedures.	

Pack all files, documentation, books, and publications. Follow organizational procedures for archiving research notebooks and supporting documentation.	
Update emergency information, including external door posting, contact lists, plans, etc.	
Follow organizational security procedures for removing laboratory access.	

Principal Investigator/Faculty Member in Charge

Date

Forwarding Email Address

Forwarding Telephone Number

FINAL INSPECTION CERTIFICATION

I hereby certify that the above laboratory (studio) has been inspected and is ready for renovation/occupancy.

OEHS Representative

Date