

HS704

Laboratory Decommissioning Checklist



Building: Level/ Room:	Date:	Inspector/s:	Signature/s:
Person Responsible for area: <i>(print name)</i>		Person Responsible signature to signify this is an agreed record of inspection and corrective actions:	
Faculty/Division:		School/Divisional Unit:	

This Checklist is used when a research laboratory is being vacated for another group or purpose (e.g., maintenance or refurbishment), to verify that an area in which the work was being done is cleared of all hazards and left in a safe decontaminated state for others.

Please complete all the questions by answering **Yes/No/Not Applicable/Unknown**.

If you answer **No** to a question, a Corrective Action needs to be recorded. Corrective Actions should be determined by the room/area manager/supervisor in consultation with inspectors. Corrective Actions must be recorded in [myUNSW](#) as Inspection findings.

If you answer **Unknown** to a question, you must provide an explanation (Add Comment).

Refer to [HS723 Laboratory and Equipment Decommissioning / Project Cessation Procedure](#) for more information.

1. Date Facility is due to be decommissioned:	
2. Brief description of task:	
3. Has the risk management documentation, including assessing the risks of the decommissioning process been completed?	
4. Is the personal protective equipment as identified in the risk assessment being worn for the decontamination cleaning tasks?	

Item	Yes	No	N/A	Unknown	Corrective Action (CA) recommended and inspection comments (Add CA to myUNSW)	Person responsible for CA
1. CHEMICALS						
1. Have refrigerators, area under sinks, fume hoods, cabinets, shelves, and bench tops been checked for storage of hazardous materials (include shared spaces)?						
2. Have arrangements been made for all labelled and segregated chemical containers to be removed by UNSW's chemical waste contractor?						
3. Has the Research Ethics and Compliance Support unit been contacted for any Schedule 4d, 8 and 9 Drugs that need to be disposed of by or under the direct personal supervision of a police officer?						
4. Have refrigerators been emptied, defrosted, and cleaned?						
5. Have fume cupboards and storage areas been cleaned: chemical residues, drips and spills are appropriately cleaned up and decontaminated?						
6. If the fume cupboard contains filters, have the filters been removed using the established process as for filter replacement?						
7. If so, has the filter been packaged and removed as solid chemical waste?						
8. If the fume cupboard contains a wash down facility, has it been run for at least 15 minutes?						
9. Have all bench tops had disposable liners/covers removed from the work surface, and surfaces been cleaned?						
10. Have all materials involved in decontamination and clean up (disposable liners/covers and adhesive residues) been removed, labelled, and packaged as solid contaminated waste for disposal by the chemical waste contractor?						

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11. Have all keys to lockable chemical storage cabinets been returned to the appropriate administrative officer?						
12. Are all cupboards, cabinets, fridges, fume cupboards, lab benches now empty?						
2. COMPRESSED GAS CYLINDERS						
1. Are cylinders appropriately labelled and secured?						
2. Are cylinders that are not in use disconnected, capped, and returned to storage?						
3. Have arrangements been made for the safe transfer of cylinders to be relocated to another work unit if applicable?						
4. Have arrangements been made for returning empty cylinders to vendors?						
5. For any remaining cylinders, have arrangements been made to have them removed by the licensed chemical waste contractor via the WHS Unit?						
3. RADIOACTIVE MATERIALS						
1. Have arrangements been made for disposal of radioactive materials?						
2. Has a request been made to the WHS Unit for final dose reports to be provided to applicable staff?						
3. Have all radioactive signage, warning labels and adhesive residues been removed from work surfaces?						
4. Has all radioactive and x-ray equipment been notified for disposal and decommissioning with authorisation from the Radioactive Safety Officer?						
4. BIOLOGICAL MATERIALS						

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					<p>Check that an appropriate disinfectant is selected for decontaminating tasks. Refer to Appendix F in AS2243.3.3 to assist with selection.</p> <p>If the disinfectant in use does not contain a surfactant, wash the areas to be decontaminated with soap (detergent) and water first to remove oily dirt that may prevent the disinfectant from contacting and killing the microorganisms.</p> <p>Pour the disinfectant on the areas to be decontaminated or onto towelling. Rub the areas and repeat. Let a film of disinfectant remain on the surface to air dry. If using a phenolic-based compound, follow up with a water rinse to remove the residual phenolic (if desired). For this procedure to be effective, the disinfectant must contact the organism and be in contact for a sufficient time to kill (see manufacturers recommendations).</p> <p>All work surfaces and storage areas, including benchtops, floors, surfaces of equipment, biological and cytotoxic drug safety cabinets, waterbaths, centrifuges, refrigerators, freezers, incubators, walls, sinks, walk-in coolers, etc. have been decontaminated with appropriate disinfectant.</p>	
1. Have arrangements been made for all potentially infectious material to be autoclaved and disposed of by UNSW's biowaste contractor?						
2. Have all inside working surfaces of the biological safety cabinets been decontaminated?						
3. Have arrangements been made for the decontamination and replacement of the HEPA filter in the biological safety cabinet, if required?						
4. Have all sharps been placed in puncture resistant sharps containers for disposal?						
5. Have all signs and information notices that are no longer applicable been removed from doors and other surfaces e.g., PC2 signs, OGTR certificates, PPE requirements?						
5. EQUIPMENT						
1. Has all equipment been disinfected, decontaminated and where applicable have stickers and signage been removed?						
2. Have arrangements been made for the decommissioning, dismantling and disposal of equipment under an approved risk assessment?						

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3. Has Estate Management been contacted for the safe removal of any equipment connected to building infrastructure, if applicable?						
4. Has all broken glass been placed in a rigid, puncture resistant container, and sealed in preparation for pick up by the chemical waste contractor?						
6. RECORDS						
1. Has a copy of the last current lab/chemical register been provided to the department head?						
2. Have all chemical details been updated in Jaggaer?						
3. If the laboratory is to be refurbished, or requires maintenance, has a laboratory certificate been completed, certifying that the area is now able to be safely accessed by other personnel?						
4. Upload a copy of the laboratory certificate where applicable?						

The completed Checklist should be entered into myUNSW as a New Inspection