

**HS726****Cessation of Laboratory Activities Checklist****UNSW**  
AUSTRALIA

The purpose of this checklist is to assist researchers to ensure that the laboratory space is left in a satisfactory safe condition once a project is completed. The completed checklist is then given to the Principal Researcher or Head of School or Centre (as applicable).

Name of person completing this checklist BLOCK CAPS:		Position Title:
School:	Building:	Room number:
Date researcher is vacating the premises		

Action Items	Tick when complete
<b>Chemicals</b>	
All chemicals used by the research team have been removed from refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops and either: <ul style="list-style-type: none"> <li>Are awaiting disposal via the UNSW waste disposal service</li> <li>Have been removed by the UNSW waste disposal service</li> </ul> Via a request to the waste service using the <a href="#">chemical waste disposal request</a> form	<input type="checkbox"/>
The Health & Safety (HS) Unit has been contacted for any Schedule 8 Drugs that need to be removed by the Duty Pharmacist at the Department of Health.	<input type="checkbox"/>
Refrigerators have been emptied, defrosted and cleaned as applicable.	<input type="checkbox"/>
Storage areas occupied by this research group have been cleaned: chemical residues, drips and spills are appropriately decontaminated and cleaned up.	<input type="checkbox"/>
All materials involved in decontamination and clean up are labelled and packaged as solid contaminated waste awaiting disposal by the chemical waste contractor.	<input type="checkbox"/>
All bench tops have had disposable liners/covers removed from the work surface, and surfaces have been cleaned.	<input type="checkbox"/>
All keys to lockable chemical storage cabinets have been returned to the appropriate administrative officer.	<input type="checkbox"/>
All Cupboards, cabinets, fridges, fume cupboards and lab benches are empty.	<input type="checkbox"/>
<b>Compressed Gas Cylinders</b>	
Cylinders are properly labelled and secured.	<input type="checkbox"/>
Cylinders not in use are disconnected and capped and returned to storage.	<input type="checkbox"/>
Arrangements have been made for returning empty cylinders to vendors.	<input type="checkbox"/>
Arrangements have been made for the safe transfer of cylinders to be re-located to another work unit if applicable.	<input type="checkbox"/>
For the remaining cylinders, arrangements have been made for the cylinders to be removed by the licensed chemical waste contractor via the HS Unit.	<input type="checkbox"/>
<b>Radioactive Materials</b>	
Arrangements have been made for radioactive materials to be removed to the Radiation Store via the HS Unit.	<input type="checkbox"/>
All formerly radioactive materials(decayed or sublicenceable) have been disposed of by completing a <a href="#">chemical waste form</a> and <a href="#">radioisotopic declaration form</a> and emailing to <a href="mailto:fmgeneralservices@unsw.edu.au">fmgeneralservices@unsw.edu.au</a> .	<input type="checkbox"/>
All laboratory surfaces have been inspected with an appropriate radiation detector or wipe survey and all areas decontaminated to background levels. A report describing the decontamination process needs to be kept with the laboratories HS records	<input type="checkbox"/>
For staff/students leaving UNSW a final dose report has been supplied by supervisor/Radiation Safety Supervisor (RSS) for the School. This is described in HR leaving document ( <a href="http://www.hr.unsw.edu.au/forms/HR_37.pdf">http://www.hr.unsw.edu.au/forms/HR_37.pdf</a> )".	<input type="checkbox"/>

All radioactive labels have been removed from work surfaces.	<input type="checkbox"/>
<b>Biological Materials</b>	
All work surfaces and storage areas, including walk-in coolers, freezers, refrigerators and incubators have been decontaminated with appropriate disinfectant.	<input type="checkbox"/>
Arrangements have been made for all potentially infectious material to be autoclaved and is awaiting disposal by UNSW's Bio-waste contractor using the request for <a href="#">Biological waste</a> form.	<input type="checkbox"/>
All inside working surfaces of the biological safety cabinets have been decontaminated.	<input type="checkbox"/>
All benchtops, floors, surfaces of equipment, hoods, waterbaths, centrifuges, refrigerators, incubators, walls and sinks etc. have been appropriately disinfected.	<input type="checkbox"/>
Certification of the biological safety cabinet is current.	<input type="checkbox"/>
All sharps have been placed in puncture resistant containers for disposal.	<input type="checkbox"/>
All PC2 signs and other signage no longer applicable have been removed from doors and other surfaces.	<input type="checkbox"/>
<b>Equipment</b>	
All equipment has been disinfected and decontaminated.	<input type="checkbox"/>
Arrangements have been made for the decommissioning, dismantling and disposal of equipment under an approved risk assessment.	<input type="checkbox"/>
All non contaminated broken glass has been placed in a rigid, puncture resistant container and sealed in preparation for disposal.	<input type="checkbox"/>
<b>Records</b>	
A copy of the last current lab/chemical inventory has been provided to the department head.	<input type="checkbox"/>
A record of this completed checklist is to be retained by the Head of School or Centre.	<input type="checkbox"/>
A Laboratory Clearance Certificate is required to be completed certifying that the area is now able to be safely accessed by other personnel and a copy retained by the Head of School/Centre.	<input type="checkbox"/>
<b>Security</b>	
All keys are returned to school/centre office or equivalent.	<input type="checkbox"/>
Other security measures e.g. keypads, and safety equipment is left in a satisfactory state.	<input type="checkbox"/>

I certify that the above area has been decontaminated and all chemical, biological and radioactive hazards have been removed according to the work practices identified above.		
_____	_____	/      /
(Print)	(Signature)	(Date)