



Scope: Research laboratory with hazardous materials or equipment that is being vacated and/or moved

Form: **Lab Space Decommissioning Checklist**

Vacated Lab Space

Building and Room(s)	Department
Vacating Faculty/Staff Name	Office Ext. E-mail

Faculty Instructions

- Contact stockroom staff for assistance with cleanout.
- Segregate or mark equipment, materials, and chemicals that will stay in the lab.
- Look inside storage rooms, drawers, and cabinets and report leaks and other issues to the stockroom.
- Remove any materials that could cause bad smells, decomposition, or immediate health risks

Contact the COSE Health and Safety Office x8-6892 for assistance with materials posing a possible immediate risk.

Faculty Initials

1. Check and Clear Lab Areas

List items left over or any issues

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Floors | <input type="checkbox"/> Shelves | <input type="checkbox"/> Cold Rooms |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Fume hoods | <input type="checkbox"/> Refrigerators |
| <input type="checkbox"/> Drawers | <input type="checkbox"/> Biosafety cabinets | <input type="checkbox"/> Freezers |

Relocate or discard unwanted items:

• equipment	• any "unknowns"	• books, journals, old graded papers
• old experiments	• bottles, test tubes, flasks	• biological, radioactive, chemical waste
• general trash	• miscellaneous containers	• unwanted chemicals or samples

Stockroom Instructions

- Coordinate lab closure and assist faculty move as needed.
- Arrange for general cleaning of emptied lab space and note where extra attention is needed.
- Contact Campus EH&S for assistance with items showing evidence of significant contamination.

Stockroom Initials

2. Verify Hazardous Materials Removal

List items left over or any issues

- All gas cylinders removed *(if any)*
- All biological materials removed *(if any)*
- All biological or pathogenic waste removed *(if any)*
- All unwanted chemicals removed from lab. *(if any)*
- All hazardous waste removed from lab

3. Check Equipment and Materials

Items left in room

Final Destination

- SFSU ID equipment moved or deleted from inventory
- Microwaves and other unwanted appliances removed
- Unwanted lab materials and trash bagged for disposal
- Research samples and reagents in associated freezers, refrigerators and environmental chambers removed
- other _____



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Items in process of completion

Additional comments concerning vacated laboratory space

Research Lab Clearance Verification

These signatures verify lab is ready for next occupant.

<i>Faculty Vacating the Space(s)</i>	Date
<i>COSE Health and Safety Office</i>	Date
<i>Department Chair or Director</i>	Date
<i>COSE Executive Director of Operations</i>	Date

COSE Policy for Moving or Vacating a Laboratory

Use the following information to help assist in moving to another lab or when leaving the university. Use the **Lab Space Decommissioning Checklist** to help you during your walk-through.

A. COSE Policy for Vacating Laboratory Space

1. Faculty should contact department stockroom for assistance with lab clearance
2. Evaluate equipment, materials, and chemicals that will not be moving with faculty. The department should redistribute usable items to minimize waste
3. Collect non-hazardous trash and unwanted materials into bags or boxes for the custodians
4. Identify and tag unwanted chemicals and old samples for pick-up by the hazardous waste contractor.
5. Discard e-waste, batteries, and appliances per campus policies. Unwanted equipment with SFSU IDs must be officially taken off the inventory list before discarding
6. Department personnel may assist in wiping down equipment and spaces. However, areas with unknowns, spills, leaks, or significant hazards, should be deconned by trained contractors
7. Do not handle anything you have reason to believe may be especially hazardous, explosive, or dangerous. Contact the COSE Health and Safety Office at x8-6892

B. Requirements for Closing out Laboratory Space

1. Remove all contaminated bench top covers/liners from work surfaces and place in appropriately identified bags as contaminated debris
2. Clean laboratory bench tops and fume hood surfaces with soapy water
3. Remove all chemical bottles and debris from fume hoods and place in an area for removal to the chemical stockroom and tag for disposal
4. Leave all cabinet and drawer keys with the Department Chair

C. Complete the Decommissioning Laboratory Space checklist

1. Consult with COSE Health and Safety staff to ensure the environmental, health, and safety issues have been dealt with.
2. Verify that equipment and materials owned by others have been removed from the lab.
3. The checklist must have all the required signatures. **The Department Chair or Director makes the final determination of completion of lab close out.**