

RADIOACTIVE MATERIALS

Is this section relevant?	Yes	No
	Tick when complete	

- Arrangements have been made for radioactive materials to be removed to the Radiation Store via the WHS Unit.
- A request has been made to the WHS Unit for final dose monitoring reports to be provided to applicable staff.
- Arrangements have been made for the safe transfer of cylinders to be re-located to another work unit if applicable.
- All radioactive labels have been removed from work surfaces.

BIOLOGICAL MATERIALS

Is this section relevant?	Yes	No
	Tick when complete	

- Check that an appropriate disinfectant is selected for decontaminating tasks. Refer to Appendix F in AS2243.3.3 to assist with selection.
- 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 con-
- Pour the disinfectant on the areas to be decontaminated or onto towelling. Rub the areas and repeat. Leave a film of disinfectant on the surface to air dry. If using a phenolic-based compound, follow up with a water rinse to remove any phenolic residue. For this procedure to be effective, the disinfectant must contact the organism and be in contact for sufficient time to kill (refer to manufacturer's recommendations).
- All work surfaces and storage areas, including benchtops, floors, surfaces of equipment, fume hoods (including all inside surfaces of the fume hood), waterbaths, centrifuges, refrigerators, freezers, incubators, walls, sinks, walk-in coolers, etc. have been decontaminated with appropriate disinfectant.
- Ensure all biological culture material and waste is removed and decontaminated. (Note that approval is required before the transfer of organisms to another facility to ensure the facility or storage unit is appropriate to store the organisms. This may require storage dealing approval by the UOW GTRC to store NLRD or licensed GMOs outside the certified lab as a result of laboratory decommissioning)
- Arrangements have been made for the decontamination and replacement of the HEPA filter in the biological safety cabinet if required.
- All biohazard waste receptacles (including sharps containers) have been removed.
- All PC2 signs and other signage no longer applicable has been removed from doors and other surfaces.

EQUIPMENT

Tick when complete

- All equipment has been disinfected and decontaminated.
- Arrangements have been made for the decommissioning, dismantling and disposal of equipment under an approved risk assessment.
- Facilities Management have been contacted for the safe removal of any equipment connected to building infrastructure if applicable.

SIGN OFF**A record of this completed checklist is to be retained by the Head of School or Centre.**

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.

_____	_____	/ /
(Name)	(Signature)	(Date)