

**Laboratory Vacating/Decommissioning Checklist**

This checklist is to be used when a laboratory is being vacated for another group, the laboratory is going to be used for another purpose, or when a researcher (staff) is leaving a laboratory group.

The aim is to ensure the laboratory (or relevant space within the laboratory) is cleared of all hazards, left in a safe, decontaminated state, and ready for occupancy. Similarly, if the area is being vacated due to refurbishment or maintenance, it must be left in a state that ensures contractors are able to safely carry out their work.

**It is the responsibility of the researcher vacating the laboratory space to ensure ALL items are to be actioned prior to vacating.**

The completed form shall be submitted to the relevant School Manager and Faculty Senior Manager Research Operations. Refer to *Vacating and Off-boarding Procedures for Laboratories, Research Projects and Office Spaces* for additional procedures regarding the use of this checklist.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Building & Room No.: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date due to be vacated: \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

**Please indicate if the laboratory falls into any of the below categories:**

- PC1                       PC2                       OGTR Certified PC1     OGTR Certified PC2  
 Approved Arrangement (AA) Site    AA ID: \_\_\_\_\_

**Section 1 – Risk Management**

- A risk assessment for the vacating/decommissioning process has been completed (and approved) on SafetyNet. SafetyNet Ref. No.:
- Personal Protective Equipment (PPE) requirements have been identified in the risk assessment and must be worn for the tasks identified.

**Section 2 – Chemicals**

Select here if this section is not applicable

This section is applicable to ALL chemicals being stored in the laboratory including work areas, storage areas, refrigerators, freezers, ovens, benches, fume cupboards, under sinks etc.

- Handle all chemicals in accordance with UOW [Working with Hazardous Chemicals and Dangerous Goods Guidelines](#).
- Refer to the SDS information provided in [ChemAlert](#), particularly for safe handling, compatibility and disposal information.
- All chemicals (including any research samples) and have been identified, transferred, removed or disposed of in accordance with:
- UOW [Laboratory Waste Disposal Guidelines](#).
- UOW [Waste Tracking Log](#).
- All transferred samples have been allocated a new custodian:
- Reason/s for retention:
- New custodian name & location #1:
- New custodian name & location #2:
- New custodian name & location #3:
- Adjust [ChemAlert](#) stock inventory levels accordingly.
- Cap and clearly label all bottles/containers to ensure safe removal, transfer or disposal.

**Section 3 – Compressed Gas Cylinders**Select here if this section is not applicable 

- Disconnect and cap cylinders not in use and return them to storage. If access to the gas store is required, please contact the Faculty Operations Manager for assistance.
- Make arrangements to return empty cylinders to vendors.
- Make arrangements for the safe transfer of cylinders in they are being relocated to another work unit, if applicable.

**Section 4 – Radioactive Materials**Select here if this section is not applicable 

- Arrange for the transfer to another custodian (if applicable) and advise WHS Unit of transfer.
- Contact the WHS Unit to organise the transfer of radioactive materials to the Radiation Store.
- Return radiation dosimeters to the WHS Unit and request final dose monitoring reports for applicable staff.
- Once radioactive materials have been removed, remove all radioactive labels from work surfaces.

**Section 5 – Biological Materials**Select here if this section is not applicable 

- Decontaminate all work surfaces within your work area, including storage areas, benchtops, floors, equipment, waterbaths, centrifuges, refrigerators, freezers, incubators, and sinks. Refer to *AS 2243.3:2022 Appendix D* for a list of recommended disinfectants and appropriate contact times.
- Ensure all biological material and waste, including sharps containers, have been disposed of in accordance with the [Biological Waste Disposal Guide](#).
- If sample retention is required, biological materials have been transferred to a new custodian.
- If transferred to another facility, approval has been obtained from the Facility Manager. Please provide details below. If not required, select here: 
  - Reason/s for retention:
  - New custodian name & location #1:
  - New custodian name & location #2:
  - New custodian name & location #3:
- Biological records (i.e., changes in custodian, storage location, disposal) have been updated in [REDCap](#).
- If there are variations to approved GMO dealings (including changes in custodian, storage location or disposal) contact the Institutional Biosafety Committee (IBC) via [uow-biosafety@uow.edu.au](mailto:uow-biosafety@uow.edu.au) for further instructions. If there are no variations, select here:
- If required, arrange a NATA accredited technician decontaminate, test and certify any biological safety cabinets. If not required, select here:

**Section 6 – Equipment**

- Disinfect and decontaminate all equipment.
- Return any equipment/items that were on loan from other areas.
- Organise the transfer the ownership, or disposal of any equipment in accordance with the UOW [Asset Management Policy](#). To dispose/transfer an asset, complete the [Asset Disposal Form](#) and forward to the Head of School or Faculty Operations Manager for processing and ED approval.
- Organise the decommissioning and dismantling of any equipment, where applicable. This must be carried out under an approved risk assessment.
- Contact Facilities Management ([fm-service-centre@uow.edu.au](mailto:fm-service-centre@uow.edu.au)) to coordinate the safe removal of any equipment that is connected to building infrastructure, if applicable.



- Turn off all heating devices, such as hot plates or rotary evaporators, at the unit and powerpoint.
- Turn off all instruments, at the unit and powerpoint, except for those that need to be left on, such as chromatographs or other equipment with programmable auto samplers.  
Please contact Faculty Operations Manager for clarification.
- Report any equipment in need of repair to the Faculty Operations Manager.  
*If it is deemed feasible and cost-effective to repair the identified equipment, the repairs shall be carried out prior to the individual leaving UOW. The EIS workshop may be engaged to facilitate the repair as per the existing SMAH/EIS arrangement, however if out of scope, associated costs shall be met by the person responsible for the equipment.*

### Section 7 – Services and Utilities

- Switch off all electrical power points, with the exception of any equipment identified as needing to be left on from *Section 6*.
- Close ALL gas lines, with the exception of any gas lines supplying equipment identified as needing to be left on from *Section 6*.
- Turn off all taps and water inlets.
- Switch off all vacuum and compressed air lines.
- Report any service or utility items in need of repair to the Faculty Operations Manager.

### Section 8 – General Housekeeping

- Empty, defrost and clean all freezers and refrigerators. If the fridge/freezer is located in a shared space, ensure the section occupied is appropriately emptied and cleaned. Ensure any retained samples/chemicals have been addressed in accordance with Section 2 and/or Section 5.
- Clean and tidy all storage areas (including fume cupboards). All chemical residues, drips and spills to be appropriately cleaned up and areas decontaminated.
  - Raise a BEIMS request for FMD to remove and dispose of any filters in fume hoods and dispose of as solid chemical waste. If the fume hood has a wash cycle, run it for at least 15 minutes.
  - Clean and tidy all work benches, including removing any disposable liners/covers from the work surface.
  - Clean and return any empty reagent bottles and glassware to their respective shelves.
  - Clean and tidy all equipment.
  - Clean balances and ensure the chamber protection shields are left in a closed position.
  - Clear walkways/isles of any obstructions.
  - Clean any spillages from the lab floor.
  - Remove all personal protective clothing/equipment, such as lab coats, gloves, safety goggles, etc., and appropriately decontaminate. Discuss with the local TO whether items are to retained or disposed of following decontamination.
  - Any remaining consumables (eg., plasticware, tube tips etc.) have been transferred to a new custodian.

### Section 9 – Security and Prior to Leaving

- Ensure all valuables and personal items are removed.
- Properly bolt and lock all windows, if applicable.
- Switch off lights, air conditioners and other electrical facilities before leaving the lab
- Record the date and time that you leave the laboratory for the final time.

Date:

Time:

## Laboratory Vacating/Decommissioning Checklist



- Return all keys and electronic access cards to the **School Administration Office**, including keys for lockers/filing cabinets and chemical storage cabinets.
- Return all UOW IT equipment including computers, monitors and any other peripheral, to the School Manager.

### Section 10 – Honorary Appointment

Do you intend on applying to be an Honorary to UOW:  Yes  No  NA

If yes, refer to [Appointment of Visiting Honorary Academic Policy](#) for more information, including permissions for workstation and laboratory space allocation, and complete the [Request to Invite a Visiting/Honorary Academic](#).

### Section 11 – Additional Information and Notes (if applicable)

### Section 12 – Declaration – to be completed by the individual vacating the laboratory space.

I confirm that the laboratory identified on this checklist has been cleaned, vacated and decommissioned. All chemical, biological and radioactive hazards have been removed and all items have been actioned as per the record above.

<b>Name</b>	<b>Signature</b>	<b>Date</b>

### Section 13 – Confirmation – to be completed by the Supervisor and relevant Technical Officer.

I confirm that the laboratory identified on this checklist has been cleaned, vacated and decommissioned. All chemical, biological and radioactive hazards have been removed and all items have been actioned as per the record above.

<b>Name – Technical Officer</b>	<b>Signature</b>	<b>Date</b>

<b>Name – Supervisor</b>	<b>Signature</b>	<b>Date</b>

It is the responsibility of the supervisor to submit the completed checklist to the relevant School Manager.

All completed checklists are to be filed in the following location:

S:\SMAH WHS\Operations\Spaces - Onboarding and Offboarding and the Faculty Senior Manager Research Operations advised.

If you have any questions regarding this process, please contact your School Manager, who can then direct your enquiry to the most appropriate person.