

Laboratory Decommissioning Checklist

Chemicals

- Unwanted materials in beakers, flasks, evaporating dishes, etc. have been disposed via appropriate means.
- A hazardous waste pickup request has been placed by filling out the form on the [EHS website](#).
- Small bottle(s) have been placed in a Ziplock bag and the waste label attached to the Ziplock bag.
 - Unwanted chemicals that could potentially be used by other labs are segregated and identified. Department safety representative has been contacted to facilitate any transfer of chemicals.
- Chemicals that will be repurposed to another lab are in clean original containers.
- Chemicals transferred to another owner have been incorporated into the new owner's chemical inventory.
 - Materials or chemicals to be retained are properly labelled and stored in appropriate containers.
 - Chemicals are segregated in accordance with compatibility, packed into a sturdy container/box and [labelled](#) for transportation.
 - Lab has been searched including drawers, cabinets, refrigerators, and freezers to make sure all samples and chemicals have been identified.
 - Completed a new chemical inventory for the items to be retained.

Compressed Gas Cylinders

- Gas connections have been removed, cylinder caps replaced, and cylinders placed in an appropriate area for pick up.
- EHS has been contacted for disposal of any lecture bottles or non-returnable cylinders such as those obtained through military surplus
- Gas vendor contacted and pickup arranged for the removal of any compressed gas cylinders that will no longer be used or for return of any empty cylinders. If you need assistance having the cylinders removed, contact your Department Safety Representative or Facility Manager/Coordinator.

Controlled substances:

The US Drug Enforcement Agency (DEA) issues controlled substance permits to individual researchers. Abandonment of a controlled substance is a violation of the DEA permit under which it was held. Permission to dispose or transfer ownership of a controlled substance to another individual must be received from DEA.

- Investigators leaving Cornell University must properly dispose of controlled substances through reverse distribution prior to expiration/surrender of state license and DEA registration and prior to leaving Cornell University. EHS has been contacted through askEHS@cornell.edu to arrange for reverse distribution.
- Documentation of disposal must be kept and maintained in records log for 2 years with the department and EHS. Documentation has been forwarded to department and EHS.
- All Senior authorized users and authorized users have had their access revoked and signed off by licensee/registrant in records.
- Licensee/Registrant has contacted proper agencies to surrender Active NYSDOH license and DEA registration.
- Keys to lockbox and/or combinations to safe or key boxes have been given to department business office and/or EHS once controlled substances have been removed.
- Records / Logbook have been handed in to department and maintained for a minimum of 2 years following licensee/registrant's surrender of license/registration.
- EHS has been contacted for completion of a final inspection for controlled substances prior to licensee/registrant's final working day.

Biological Materials

- Unwanted samples and specimens have been rendered non-viable by a method appropriate for the organisms present.
 - All material from centrifuges, incubators, refrigerators/freezers/ liquid nitrogen dewars has been removed.
- Regulated medical waste pickup request has been submitted to EHS and has been scheduled or pick up has already occurred.
- Liquid media, cultures, human bodily fluids, or other liquid potential infectious materials have been autoclaved or treated with an appropriate disinfectant for the recommended contact time and then drain disposed.

- Biohazardous materials are properly packaged and only moved by properly trained laboratory staff. Non-laboratory personnel (including moving company staff) or untrained laboratory personnel are not permitted to move biohazardous materials.
- Infectious or recombinant materials to be retained at Cornell have been transferred to an active IBC Protocol.
 - Biosafety Cabinet (BSC) is thoroughly decontaminated both inside and outside with an EHS or IBC approved disinfectant. An external vendor has disinfected the filter of the unit with vaporized hydrogen peroxide or formaldehyde. Users will not attempt to do this.
 - After moving to a new location, BSC has been recertified by a third-party vendor. Check with the manufacturers guidelines before moving your BSC.
 - Non-flammable gas lines have been disconnected.
- Benchtops and all equipment (e.g., centrifuges, incubators, refrigerators/freezers/ liquid nitrogen dewars) have been cleaned and disinfected, with an EHS approved disinfectant.
- Guidance for the decontamination of other equipment has been reviewed and signage attached indicating it is decontaminated.
- ORIA has been contacted to close IBC, IACUC, or IRB Memorandum of Understandings (MUA).
- CARE has been contacted to close any animal research.
- USDA, CDC, or other regulatory permits have been reviewed to transfer materials or dispose materials. Generally, transfers cannot occur without contacting the issuing agencies.

Sharps

- Biohazardous sharps have been placed in red sharps container which must be labeled with group contact information and placed in RMW accumulation. Biohazardous sharps include all hypodermic needles and syringes, broken or unbroken plastic ware, glass, or sharp metal that has been in contact with infectious material or products of human or mammalian origin.
- Scheduled a [waste pickup](#) of sharps containers.

Residual amounts of Chemotherapeutic Agents

- This includes antineoplastic agents, hormones or hormone-like drugs, synthetic analogs and other carcinogens used in molecular biological applications (e.g., BrdU).
 - Placed in yellow chemotherapeutic waste container (rigid container, bag) and deposited in the Regulated Medical Waste bin.

Radioactive Materials

- Radiation Safety has been contacted to assist with termination of the Radioactive Use Permit - askEHS@cornell.edu
- Scheduled a [waste pickup](#) to dispose all remaining stocks, samples, waste, and contaminated supplies.
 - Used a calibrated meter to perform a complete survey of the entire area and documented results. Unshielded dose rates must be ALARA below the regulatory limits specified on the survey form.
 - Documented all results, both before and after any decontamination.
 - Disposed of materials used for decontamination as radioactive waste.
 - Filed the final contamination survey results with the laboratory's monthly survey records and send a copy to EHS.
 - Scheduled a visit with EHS radiation safety staff to conduct the terminal survey for fixed and removable contamination.
 - EHS removed all material, performed, and documented an in-lab "final" contamination survey, including all authorized rooms and labeled equipment as well as high-touch locations like doorknobs, faucet handles, etc.
 - EHS removed any final radioactive waste.
 - EHS removed all remaining radioactive material postings.
 - All Permit documentation has been given to EHS for archiving and compliance with NYS record retention requirements.

Equipment

- Fume hoods are clean of debris and a surface decontamination with detergent has been completed. If there is significant contamination within the ductwork, this has been discussed with Facility Manager/Coordinator and EHS so that an outside vendor may be hired to clean the ductwork of specific contaminants.

- EHS, Facilities Manager/Coordinator and Cornell Facilities Management have been alerted to any exhaust or filtration equipment used with extremely hazardous substances or organisms.
- EHS has removed, defaced, or covered hazard labels on equipment to be moved or discarded.
- All stored electrical, mechanical, pressure hazards have been discharged.
- Department representative has been contacted to remove any unwanted equipment after it has been decontaminated.

General

- Cleaned all work and storage surfaces with detergent and water, with special attention given to areas with visible contamination.
- Broken glass boxes disposed.
- Floors are swept and are “broom clean” (e.g., no spills of hazardous materials present).
- Notified Facility Manager/ Coordinator when laboratory clean-up is complete.
- Inspected lab including drawers, cabinets, refrigerators, and freezers to make sure all hazards have been accounted for.
 - Returned keys to Key Control Coordinator and provided them with your contact information in case questions arise.
 - Submitted this form to EHS, College Safety Representative and Department Representative.

I have completed the decommissioning of my laboratory, properly disposed of all hazardous material, and appropriately decontaminated all surfaces and equipment.

PI signature _____ Date_____

Building_____