|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1 - General** | **Yes** | **No** | **N/A** | **Responsible person** |
| Lab Books returned to Lab Manager/Group leader |  |  |  |  |
| Lab coats returned to the laundry baskets for laundering. Pockets emptied. |  |  |  |  |
| All equipment has been decontaminated |  |  |  |  |
| Arrangements have been made for the decommissioning, dismantling and disposal of equipment |  |  |  |  |
| All sharps and broken glass have been placed in rigid, sealed, puncture resistant containers and disposal has been arranged |  |  |  |  |
| All signage no longer required has been removed and any remaining signage accurately reflects the current status of the laboratory |  |  |  |  |
| A record of this completed checklist with attachments has been supplied to the School manager |  |  |  |  |
| All security measures and safety equipment is left in a satisfactory state |  |  |  |  |
| All keys to the laboratory, lockable chemical storage cabinets and any other lockable equipment have been returned to the correct storage location |  |  |  |  |
|  |  |  |  |  |
| **Section 2 - Chemicals** | **Yes** | **No** | **N/A** | **Responsible person** |
| Check with supervisor what to do with collected samples |  |  |  |  |
| Laboratory benches have been cleaned of any chemicals as well as spills |  |  |  |  |
| Hazardous chemicals have been entered on the Chemical Management System (CMS) |  |  |  |  |
| Fume cupboards have been decontaminated and cleaned from residue and spills |  |  |  |  |
| Lab materials/samples stored, labelled (content and date) and catalogued appropriately |  |  |  |  |
| Chemicals and chemical waste that are of no use to others have been disposed of correctly |  |  |  |  |
| Supervisor/School Manager has been advised if any current licenses or permits exist for Scheduled Drugs and Poisons or of any reporting obligations. |  |  |  |  |
| Solvent cabinets, benches, shelves, cupboard and drawer units, and any instrumentation that will not be used for some time has been cleaned |  |  |  |  |
| Gas cylinders have been disposed of accordingly or returned to the vendor |  |  |  |  |
| Gas cylinders that are not in use have been disconnected |  |  |  |  |
| Gas cylinders are properly labelled and secured |  |  |  |  |
| **Section 3 - Biological** | **Yes** | **No** | **N/A** | **Responsible person** |
| All outstanding animal house issues have been delegated e.g. breeding colonies, relevant ethical matters |  |  |  |  |
| Relevant ethics committees notified and outstanding requirements met |  |  |  |  |
| All quarantine material has been destroyed or transferred to a new delegate using the approved Department of Agriculture and Water Resources forms |  |  |  |  |
| All Genetically Modified (GM) materials or animals have been destroyed or transferred to a new delegate |  |  |  |  |
| All hazardous biological material has been destroyed or transferred to a new delegate |  |  |  |  |
| All work surfaces and storage areas, including bench tops, biological safety cabinets, floors, walk-in coolers, surfaces of equipment, fume hoods, water baths, centrifuges, refrigerators, freezers, incubators, walls, sinks, walk-in coolers, etc. have been decontaminated with appropriate disinfectant. |  |  |  |  |
| Arrangements have been made for the decontamination and replacement of HEPA filters in biological safety cabinets and the decontamination of other filters in laboratory/room ventilation systems |  |  |  |  |
| All PC and BC, signs and other signage which is no longer applicable has been removed from doors and other surfaces. |  |  |  |  |
| The University’s IBC and Biosafety Officer have been notified of the destruction or transfer of quarantine, GM or hazardous biological material, and of the laboratories vacation. |  |  |  |  |
|  |  |  |  |  |
| **Section 4 – Radiation** | **Yes** | **No** | **N/A** | **Responsible person** |
| Radiation monitoring badges have been returned to Radiation Safety Officer or Supervisor |  |  |  |  |
| A list of radioactive sources and apparatus (list should include- name of isotope or apparatus, location, activity, calibration details) has been provided to the Supervisor/Radiation Safety Officer |  |  |  |  |
| All laboratory surfaces have been decontaminated to background levels and a report send to the Radiation Safety Officer |  |  |  |  |
| Radiation waste has disposed in accordance with the local area procedure and the University procedure |  |  |  |  |
| A list of radioactive waste items has been provided to local area Radiation Safety officer (list should include- name of isotope, activity, location, date of disposal) |  |  |  |  |

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| **Approval** | | |
| The above steps have all been completed. | | |
| **Supervisor/Delegate**    **Name:** | **Signature:** | **Date:** |