

APPENDIX R – DECOMMISSIONING FORM FOR LABORATORIES

Where chemical, biological or radioactive materials; or where X-ray or open beam laser equipment, have been present, used or stored:

1. This form is to be completed and submitted to EHS before a major renovation, re-purposing of room for non-lab use or to close-out a lab and have the EHS-provided signage removed. Email form to sarah.grant@wku.edu when completed.
2. Once received, EHS will schedule a time to inspect and finalize decommissioning.

Section A: Requestor		Section B: Location	
Requestor Name (Please Print):		Building/Room:	
Department:		Reason for request:	
Telephone:		Is this part of a project or renovation? Y N Facilities' Coordinator OR Contractor Contact: Name: Tel:	
Responsible User Name:			
Date requested:			
Date Required:			

Section C: Declaration To Be Completed by Responsible User/ Laboratory Staff knowledgeable with room			
Name (print): _____		Phone#: _____	
Site history: How many years of history do you have with this room? _____ If none, have you contacted and consulted with someone that has knowledge of the past use? No , or Yes If yes, who?			
Actions Taken			Check when completed
Chemical	Inventory - review your chemical inventory, then:		
1	Locate all items in inventory.		<input type="checkbox"/>
2	Remove all chemicals from the room.		<input type="checkbox"/>
	Dispose of remaining chemicals according to WKU Waste Disposal guidelines.		<input type="checkbox"/>
	Complete a Regulated Waste Removal Form: https://www.wku.edu/ehs/forms/waste_pickup_request.php		<input type="checkbox"/>
3	Update inventory records		<input type="checkbox"/>
Biosafety	Are there biologicals present in this room? If no, go to Radiation section.		
4	Is this location under the purview of the Institutional Biosafety Committee? Yes No IF YES , relocate any biological agents to another permitted location.		<input type="checkbox"/>

5	Decontaminate all wastes (by autoclaving, or chemically as appropriate) and dispose of per University regulations.	<input type="checkbox"/>
6	Decontaminate all work surfaces and storage areas. Indicate disinfectant used: 10% bleach with 30 min soaking 70% ethanol with 30 min soaking Other – specify type and concentration:	<input type="checkbox"/>
7	Biohazard labels removed after decontamination.	<input type="checkbox"/>
Radiation	Radioactivity - Are/Were sources of radioisotopes utilized or radiation-producing machines present? If No , go to X-ray Equipment.	
8	If YES, relocate any radioactive materials to another permitted location and update inventory as appropriate OR arrange to transfer unwanted stock vials and sources with EHS. Properly dispose of waste and confirm leak/contamination testing Door signs and Radioisotope Permits may only be removed by Radiation Safety Officer.	<input type="checkbox"/> <input type="checkbox"/>
9	X-ray Equipment - Is there X-ray Equipment in this room? If No , go to Laser – Open Beam.	
10	If YES, relocate X-ray Equipment to another room. Before X-ray Equipment may be used in a new location, Radiation Safety Officer must be informed to determine if leakage tests, permit amendments and/or notification of the province is required. Door signs and X-ray Permits may only be removed by Radiation Safety Officer.	<input type="checkbox"/> <input type="checkbox"/>
11	Laser – Open Beam - Is this room signed "Danger Laser? If No , go to Supplies and Lab Equipment.	
12	If YES, relocate laser(s) to another room Inform Laser Safety Officer of the change of status related to the lasers.	<input type="checkbox"/> <input type="checkbox"/>
Supplies and Lab Equipment		
13	Remove all lab supplies and equipment for room including items in drawers and cabinets and on shelves. Be sure to update capital assets as appropriate.	<input type="checkbox"/> <input type="checkbox"/>
14	Inspect all areas for needles, razor blades, scalpel blades and broken glass. Dispose of sharps in a puncture proof container. Dispose of unwanted glassware and brittle plastic in plastic bag lined cardboard boxes or commercial 'Broken Glass' boxes.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cleaning		
15	Remove all visible residues, standing liquids, loose particulate material from bench tops, shelves, cabinets, inside drawers and floors. Wipe all accessible surfaces with mild detergent such as soap and water.	<input type="checkbox"/> <input type="checkbox"/>
16	Clean out fume hood. <input type="checkbox"/> check if there is/are no fume hood(s) in the room	<input type="checkbox"/>
17	Place all general garbage in garbage or recycling cans, as appropriate.	<input type="checkbox"/>

18	<p>Is it possible hazardous products (radiological, biological or chemical materials) may be present in the building systems?</p> <p style="text-align: right;"> <input type="checkbox"/> Not applicable <input type="checkbox"/> fume hood ducts <input type="checkbox"/> drains/traps <input type="checkbox"/> other – specify: </p>
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Signature confirms information supplied in form is accurate:		
DECLARATION OF COMPLIANCE:		
_____		_____
Signature		Date
Reviewed by EHS	Hazard Decommissioning	Records
Name Signature Date	Chemicals Biologicals Radiation	Registered equipment updated? List Permit(s) to be updated: Academic Department Compliance: