

LABORATORY DEMOBILISATION CHECKLIST

The purpose of this laboratory exit checklist to ensure that the laboratory space is left in a satisfactory safe condition once a project is completed or vacated for another group or to be used for another purpose. The completed checklist is to be given to the supervisor or head of school or centre/institute (as applicable).

Name:	Staff/Student ID:		
School:			
Building:	Room No.:		
Date due to be vacated:			
Supervisor:			
Action Items	Completed		Not Applicable
	YES	NO	
Chemicals			
All chemicals used by the research team have been removed from refrigerators, area under sinks, fume hoods, cabinets, shelves and bench tops and either: <ul style="list-style-type: none"> Are awaiting disposal as per Griffith Chemical Waste Disposal procedure Have been deposited to the designated collection point 			
The Chemicals and Radiation Safety Specialist (crs@griffith.edu.au) has been contacted for any Schedule 8 substance that need to be removed.			
Refrigerators have been emptied, defrosted, and cleaned as applicable.			
Storage areas occupied by this research group have been cleaned: chemical residues, drips and spills are appropriately decontaminated and cleaned up.			
All materials involved in decontamination and cleaned up are labelled and packages as solid contaminated waste and disposed of as per Griffith guideline for the management of clinical and related waste.			
All bench tops have had disposable/lines covers removed from the work surface, and surfaces have been cleaned			
All keys to lockable chemical storage cabinets have been returned to the appropriate administrative officer			
All cupboards, cabinets, fridges, fume cupboards and lab benches are empty.			
Compressed Gas Cylinders			
Cylinders are properly labelled and secured			
Cylinders not in use are disconnected and capped and returned to Science Store			
Arrangements have been made for returning empty cylinders to vendors via Science Store			
Arrangements have been made for the safe transfer of cylinders to be re-located to another work unit if applicable			
For the remaining cylinders, arrangements have been made for the cylinders to be removed by licensed chemical waste contractor or organise reutilisation if appropriate			
Radioactive Materials			

Arrangements have been made for radioactive materials to be removed/relocated as appropriate through Chemicals and Radiation Safety Specialist (crs@griffith.edu.au).			
All formerly radioactive materials (decayed or subcensable) have been disposed of by contacting Chemicals and Radiation Safety Specialist.			
All laboratory surfaces have been inspected with an appropriate radiation detector and/or wipe survey and all areas decontaminated to background levels. A report describing the decontamination process need to be kept with the laboratory's health and safety records.			
For staff/students leaving a final dose report has been supplied by supervisor/Radiation Safety Officer (RSO) for the school.			
All Radioactive labels have been removed from work surfaces.			
Biological Materials			
All work surfaces and storage areas, including walk-in cold room, freezers, refrigerators, and incubators have been decontaminated with appropriate disinfectant.			
Arrangements have been made for all potentially infectious material to be autoclaved and is awaiting disposal as per local waste disposal protocol and Griffith guideline for the management of clinical and related waste.			
All inside working surfaces of the biological safety cabinets have been decontaminated.			
All benchtops, floors, surfaces of equipment, hoods, water baths, centrifuges, refrigerators, incubators, walls and sinks etc. have been appropriately disinfected.			
Certification of the biological safety cabinet is current.			
All sharps have been placed in puncture resistant contains for disposal.			
All PC2 signs and other signage no longer applicable have been removed from doors and other surfaces after taking advice from Biosafety & Biosecurity Specialist (ubc@griffith.edu.au).			
Equipment			
All equipment has been disinfected and decontaminated.			
Arrangements have been made for the decommissioning, dismantling and disposal of equipment under the approved risk assessment.			
Transfer the person-in-charge role of any equipment to the next person as appropriate and leave equipment under default setting condition.			
All non-contaminated broken glass has been placed in a rigid, puncture resistant container and sealed in preparation for disposal.			
Records			
A copy of the last current lab/chemical inventory has been provided to the department head.			
A record of this completed checklist is to be retained by the Head of School or Centre/Institute.			
A laboratory Clearance Certificate is required to be completed certifying that the area is now able to be safely accessed by other personnel and a copy retained by the Head of School/Centre/Institute.			
Security			
All keys are returned to school/centre/institute office or equivalent.			
Other security measures, e.g. keypads and safety equipment is left in a satisfactory state.			

Return Fire Warden cap, key, lanyard to appropriate authority.			
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Return the laboratory notebook, CD, USB of data to the supervisor or the office of school/centre/institute.			
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Comments:

I certify that the above area has been decontaminated and all chemicals, biological and radioactive hazards have been removed according to the work practices identified above. (*Staff/Student to sign off*)

_____ / ____ / _____
(Print) (Signature) (Date)

I certify that my staff/student and I have adequately cleaned out and decontaminated the laboratory area(s) I am responsible for. (*Supervisor to sign off*)

_____ / ____ / _____
(Print) (Signature) (Date)