

Laboratory Cleanout Checklist

The following checklist (to be used along with the Laboratory Cleanout Guidance Document) is designed to verify all laboratory cleanout requirements have been met.

Department:					
Building:		Room(s):			
SURFACE DECONTAMINATION			YES	NO	N/A
Radioactive materials areas cleaned and certified free of contamination by the Radiation Safety Officer.					
Counter tops, hoods, equipment, and chemical storage shelving has been cleaned of residual contamination.					
Biohazard equipment and work areas have been disinfected.					
Comments:					
EQUIPMENT			YES	NO	N/A
Purchasing notified of surplus property transfers.					
Rented/Leased equipment returned to suppliers (e.g., compressed gas cylinders).					
Unwanted equipment with CFC refrigerants sent for recycling.					
Comments:					
HAZARDOUS MATERIALS			YES	NO	N/A
Samples labeled to identify abbreviations and codes.					
Containers properly labeled to identify all components.					
Chemicals for reuse separated from other chemicals.					
Hazardous materials segregated by compatibility.					
Radioactive materials disposed of or transferred through the Radiation Safety Officer.					
Comments:					
WASTE MATERIALS			YES	NO	N/A
All wastes prepared and clearly labeled for disposal.					
Waste materials in suitable disposal containers (e.g. glass in puncture resistant containers)					
Comments:					

Name:	Phone:
Signature:	Date: