

HS704- E26

Laboratory Decommissioning Checklist for transfer of materials to E26 or BioLink



UNSW
AUSTRALIA

Refer to the HS723 [Laboratory Decommissioning / Project Cessation Procedure](#).

The purpose of this checklist is to ensure that labs are prepared for the relocation to E26 (Stage 1) or to D26-BioLink (Stage 2A). This form differs from the standard HS704 and should be used solely for the relocation of BABS and BEES labs during the move. Preparation for the relocation requires that the area in which any work was performed is cleared of all hazards and ready for the moving contractors as required by UNSW and Allied Pickfords.

This notice, along with an HS700 form and the Allied Pickfords Checklist MUST be posted on the door to the lab before the removalists enter the laboratory.

Date facility due to be relocated:	Principal Investigator:
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School:	Building:	Room number:
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Brief description of Task	Preparation of the laboratory for packing of chemicals and glassware by Allied Pickfords. Preparation of the laboratory for relocation of materials by Allied Pickfords or other contractors
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The following Checklist must be completed and signed by the person responsible for managing the above area.	Tick when complete
Complete risk management documentation, including assessing the risks of the decommissioning process	
The personal protective clothing and equipment as identified in the risk assessment must be worn for the decontamination and cleaning tasks.	
Chemicals	
1. All hazardous materials in refrigerators or freezers are properly contained.	
2. All unrequired chemicals have been removed as waste via the Waste protocol HS503.	
3. The Health & Safety (HS) Unit has been contacted for any Schedule 8 Drugs that need to be removed by the Duty Pharmacist at the Department of Health.	
4. All areas (including Fume Cupboards) that have to be accessed by the removalists have been cleaned: chemical residues, drips and spills are appropriately cleaned up and decontaminated.	
5. All bench tops have had disposable liners/covers removed from the work surface, and surfaces have been cleaned.	
6. All materials involved in decontamination and clean up are labelled and packaged as solid contaminated waste awaiting disposal by the chemical waste contractor.	
7. All chemical storage cabinets are free from corrosion or residue	
8. All chemicals to be transferred are properly segregated and laid out for collection as instructed. All hazardous chemicals for transfer should be located in appropriate DG cupboards.	
9. There will be no chemicals left in the laboratory. All chemicals that are not being relocated to E26 are to be removed by UNSW's chemical waste contractor (UNSW Waste protocol HS503) prior to E26 Bioscience South move dates.	
Compressed Gas Cylinders	
10. Cylinders are properly labelled and secured.	

