



NEW JERSEY INSTITUTE OF TECHNOLOGY
University Heights, Newark, New Jersey 07102

Document Control No.:

Document Title: Laboratory Decommissioning Form

Faculty/PI or designee should send this form to EHS at least two weeks prior to the date that the laboratory will be vacated or renovated. EHS will use the questionnaire to determine if additional attention is required before final clearance can be given. The questionnaire should be used by the lab as a guide to ensure the lab is properly decommissioned. Other activities may be required, depending on the type of laboratory and EHS assessment.

Faculty/PI:	Designee:	Lab Location:
Office Location:	Office Location:	Move Date:
Phone:	Phone:	

The lab is:

- Moving to another lab on campus – New Lab Location: _____
- Moving to a lab off campus – Address: _____
- Getting renovated.

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all materials/supplies including biological, chemical, and radiological materials been removed from the lab? Check equipment, cabinets, shelves, and etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have unwanted biological materials or waste been properly treated (chemical disinfection or autoclaved) prior to disposal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has unwanted materials/supplies and waste been properly sorted and prepared for disposal by appropriate department?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have equipment (e.g. fume hood, BSC, refrigerators, freezers, etc.) that will remain in the lab been decontaminated and cleaned by appropriate means?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have equipment (e.g. fume hood, BSC, etc.) that will be disposed or relocated been decontaminated and cleaned by a licensed vendor as necessary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all surfaces in the lab been cleaned, wiped down, and decontaminated as necessary?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have surfaces/equipment that were potentially contaminated with radiological materials been analyzed for the presence of radiation prior to decommissioning?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all documentation of decontamination methods by lab and vendors been maintained for review?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a final clearance walkthrough been scheduled with EHS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has Facilities been contacted for municipal waste and equipment (e.g. freezers, refrigerators, etc.) disposal? EHS must approve the decontamination of furniture and equipment prior to removal by Facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have the Caution signs been removed from the door by EHS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a decommission clearance notice been posted on the door by EHS?

Please contact EHS at (973) 596-3059 or healthandsafety@njit.edu for assistance.