

## SECTION 1.0 – Principal Investigator Information

This form must be completed by the Office of Biosafety (OBS), or completed on behalf of the OBS and returned to the OBS, prior to decommissioning of the biosafety lab. A copy of the completed document will be provided to the Environmental Health & Safety Department, the Principal Investigator and the Department Head to verify that all biological hazards were removed and appropriately disposed or transferred and that all lab surfaces and equipment were decontaminated with appropriate disinfectant and following manufacturer's instructions.

<b>Date:</b>	<b>Time:</b>	<b>Lab Representative (if applicable)</b>
<b>Principal Investigator:</b>	<b>PI's Phone #:</b>	<b>PI's email:</b>
<b>Department:</b>	<b>Department Head:</b>	<b>Phone #:</b>
<b>Bldg. Name:</b>	<b>Bldg. #</b>	<b>Lab Room #s:</b>

## SECTION 2.0 –EQUIPMENT INFORMATION

Check the Box that is applicable:	Yes	No	N/A
1. All biohazards including human, animal, plant samples and bacterial, fungal, and/or viral stocks, and animal carcasses have been properly disposed of by autoclaving or incineration? (Chemical decontamination, using 10% bleach final concentration, may be used to decontaminate liquid cultures of biohazardous materials.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Biohazards not destroyed, have been transferred properly (using appropriate primary and secondary containment) to a new location at:  NOTE: For shipment of potentially hazardous and/or infectious materials, please consult with TAMU EHS for instructions and assistance. Do not attempt to ship these materials on your own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Biosafety Cabinets(s): Have all surfaces been decontaminated with appropriate disinfectant?  NOTE: If a Biosafety Cabinet is to be moved from one building to another, or is being sent to surplus, it must be gas/vapor decontaminated by a trained professional, prior to relocation, using approved disinfectant. Such decontamination of the BSC must be completed by a certified and approved vendor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bench tops, cabinets and drawers are emptied, cleaned and surface decontaminated with appropriate disinfectant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Equipment, e.g. Incubators, shakers, centrifuges: Surface decontaminated with appropriate disinfectant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All door or other biohazard signs previously posted in the lab will be removed upon confirmation that all biohazards have been removed and the lab has been decontaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 3.0 – Corrective Action(s) and/or special Notes:


## SECTION 4.0 – AUTHORIZATION

<b>PRINCIPAL INVESTIGATOR (OR DESIGNEE) SIGNATURE:</b>	<b>DATE:</b>
<b>OFFICE OF BIOSAFETY SIGNATURE:</b>	<b>DATE:</b>

\*\*Environmental Health & Safety (EHS) and the Office of Biosafety (Biosafety) are not responsible for ensuring the decontamination of any equipment or furniture. EHS and/or Biosafety provide the minimum requirements for decontamination with which equipment owners must comply. For more information on these decontamination requirements, refer to the EHS Decontamination of Laboratory Equipment Resources as published on the EHS website, or contact EHS. It is the owner's responsibility to ensure the proper procedures are performed as appropriate prior to the release of the equipment to any receiving entity.