

LABORATORY DEACTIVATION MATRIX			
Deactivation Task Description	Responsibility	Lead Time	Contact or Link
Planning			
Establish Lab Work Termination Date	PI & Dept	120 days	
Identify Move Coordinator(s)			
Select Mover			
Select Hazardous Materials Mover			
Identify surplus furnishings and equipment (https://doresearch.stanford.edu/policies/property-management-manual/excess/surplus-property-sales)			Dept. Property Administrator (DFA) and Surplus Property Sales, 725-0081 or 723-3001
Schedule Initial Consultation with EH&S Laboratory Safety Program		60 days	EH&S Laboratory Safety Program, 723-0448
Chemicals			
Schedule initial walk-through inspection with EH&S Environmental Protection Program (EPP)		60 days	Contact Craig Barney, 725-7529, cbarney@stanford.edu
Identify chemicals no longer needed		60 days	
Identify and request pick-up of unknowns		60 days	https://ehs.stanford.edu/services/unknown-material-analysis
Identify and request pick-up of unstable materials and reaction residues		60 days	http://wastetag.stanford.edu
Identify and request pick-up of non-returnable cylinders		60 days	http://labcleanout.stanford.edu
Transfer usable chemicals to colleagues		45 days	
Identify, segregate, attach stickers and request pick-up of surplus chemicals (https://ehs.stanford.edu/services/donating-surplus-chemicals)		45 days	http://wastepickup.stanford.edu
Schedule chemical and chemical waste pick-up (lab clean-out)		45 days	http://labcleanout.stanford.edu
Decontaminate equipment, attach move stickers or postings			
Decontaminate lab surfaces			
Schedule vendor pick-up of gases and cryogenics, order delivery to new lab			
Schedule transfer of controlled substances and select agent toxins		14 days	EH&S Controlled Substance Program, cs-program@lists.stanford.edu , 723-0448
Pack chemicals and transfer to new lab			
Submit final waste pick-up request		7 days	http://wastepickup.stanford.edu

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Deactivation Task Description	Responsibility	Lead Time	Contact or Link
Radiological Material			
Schedule initial consultation and inspection of new lab space		60 days	EH&S Health Physics Program, 725-1411
Segregate and package all wastes and unwanted materials			
Schedule radioactive waste (dry box, cement kits, sharps) pick-up		7 days	http://radwaste.stanford.edu
Package radiologic materials and transfer to new lab			
Decontaminate equipment, attach move stickers or postings			EH&S Health Physics Program, 725-1411
Decontaminate work surfaces and survey			
Schedule terminal survey after lab is empty and surveyed by users			EH&S Health Physics Program, 725-1411
Biological Material			
Schedule initial consultation, update APB and APLAC protocols		60 days	EH&S Biosafety Program, 725-1473
Segregate and package all wastes, sharps and unwanted biohazardous materials			
Schedule biowaste pick-up (only required for large quantities)		7 days	Contact EH&S Environmental Protection Program (EPP), 725-3027
Package biological materials and transfer to new lab			
Decontaminate equipment, attach move stickers or postings			
Decontaminate work surfaces			
Schedule disinfection of Biosafety Cabinets			Technical Safety Services, Inc. (TSS), 1-800-877-7742
Deface or remove biohazard labels and signs			
Miscellaneous			
Identify, segregate, package and schedule pick-up of e-waste (https://ehs.stanford.edu/topic/waste-disposal/universal-waste)		7 days	DPA submits request through Stanford Property Administration Resource (SPARC)
Schedule pick-up of universal waste (fluorescent bulbs and batteries)		7 days	http://wastepickup.stanford.edu
Dispose or recycle all non-hazardous items			
Transfer all furnishings, equipment and materials to new lab			
Schedule final walk-through inspection and complete Lab Deactivation Checklist			

LABORATORY DEACTIVATION INSPECTION CHECKLIST

Building: _____

Date: _____

Bldg. No: _____

PI: _____

Floor(s): _____

Inspector: _____

Rm. No(s): _____

Initial Inspection Re-inspection

1. Chemicals

Chemical or chemical waste containers present? Yes No NA

Gas cylinders present? Yes No NA

Work surfaces cleaned? Yes No NA

Toxic gas lines purged? Yes No NA

Describe or Comment

2. Radiological Material

Radiologic material or waste containers present? Yes No NA

Lead pigs, bricks or lucite shielding present? Yes No NA

EH&S terminal radiation survey completed? Yes No NA

Radiation labels or signs removed or defaced? Yes No NA

3. Biological Material

Biological materials present? Yes No NA

Red bags or sharps containers present? Yes No NA

Biohazard labels and signs removed or defaced? Yes No NA

Biosafety Cabinet(s) disinfected & certified? Yes No NA

4. Miscellaneous

Portable equipment or furnishings present? Yes No NA

Misc. materials or supplies present? Yes No NA

Universal or e-waste present? Yes No NA

*Other notable materials or conditions present Yes No NA

*Describe: _____

I certify that, to the best of my knowledge, the above information is true and correct:

Signature: _____

Date: _____