

RESEARCH INTEGRITY & COMPLIANCE
Decontamination of Equipment Prior to Maintenance,
Relocation and/or Lab Closeout

Laboratory Investigator Name:	
Contact Number:	
Building name & room number closing out:	
Equipment being relocated:	
Building name & room number to which equipment is being relocated.	

Please contact the Institutional BioSafety Officer at (813) 974-5091 if further information on this issue is needed.

NOTE: The following Checklist MUST be completed and signed by Principal Investigator/Lab Director prior to equipment relocation

1. All work areas such as bench tops and biosafety cabinet surfaces have been decontaminated.
 Yes No Not applicable
2. All biohazardous waste(s) (solid, sharps and liquid) has been autoclaved and/or placed in biohazardous/sharps waste containers.
 Yes No Not applicable
3. All infectious material has been secured in leak-proof containers (double containment) and is secure prior moving on campus; shipped to your new location or decontaminated and disposed of.
 Yes No Not applicable
4. Please describe method of equipment decontamination (i.e., disinfectant used for particular equipment such as refrigerators, centrifuges etc and contact time).

5. All biohazardous material to be transported off-campus and or on public highways have been/will be packaged, labeled, documented by trained personnel and in accordance with U.S. Department of Transportation (DOT) and other applicable regulations/guidelines and the USF biosafety officer has been notified.
 Yes No Not applicable
6. The biosafety cabinet(s) have been decontaminated prior to relocation.
 Yes No Not applicable
7. Describe PPE worn during the disinfection process.

Name of Principal Investigator/
 Lab Director: _____ Signature: _____ Date: _____

The Biosafety Office has been notified.
 Institutional Biosafety Officer

Name: _____ Signature: _____ Date: _____