

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) 974-0954 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**

- All work areas such as bench tops and biosafety cabinet surfaces have been decontaminated.
Yes No Not applicable
 - All biohazardous waste(s) (solid, sharps and liquid) has been autoclaved and/or placed in biohazardous/sharps waste containers.
Yes No Not applicable
 - 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
 - Please describe method of equipment decontamination (i.e., disinfectant used for particular equipment such as refrigerators, centrifuges etc and contact time).
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- 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
 - The biosafety cabinet(s) have been decontaminated prior to relocation.
Yes No Not applicable
 - 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: _____