

NMSU College of Engineering Decommissioning Certification

COE Department:	
Building:	Room Number:
PI/Faculty Advisor:	Email:
Lab Manager:	Email:
Department Head:	Email:
Graduate Student:	Email:

Items below should be checked for completion, marked N/A for not applicable or list the exception.

Hazardous Materials

<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Hazardous materials (chemicals, biological agents, radioactive materials) removed from area
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Hazardous materials removed from shared spaces (e.g., refrigerators, cold rooms)
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Wastes disposed of through EH&S
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Chemicals disposed of as waste or ownership transferred, in Quartz, to another researcher - To whom transferred: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Compressed gas cylinders returned to vendor, transferred in Quartz to another researcher, or disposed of as waste - To whom transferred: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	EH&S approved transfer of hazardous materials outside NMSU
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Controlled Substances destroyed, disposed of, or transferred, in Quartz, to licensed individual - To whom transferred: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Samples labeled and disposed of as waste, or ownership transferred to another researcher - To whom transferred: _____

Laboratory Equipment

<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Glassware, equipment, apparatus, etc., transferred to another researcher, or removed from area
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Accessible surfaces cleaned and decontaminated
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Equipment Release Form affixed to equipment shipped outside NMSU or sent to Surplus

Decontamination / Clean-up

<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Potentially contaminated lab surfaces and storage areas washed with soap and water
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Areas exposed to biological agents were decontaminated per NMSU Biosafety Manual
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	Certification of radiological decontamination has been obtained from EH&S RSO (EHS signature _____)
<input type="checkbox"/> Yes	<input type="checkbox"/> NA	All excess materials and trash are removed and area is organized and free of clutter

Student/ Researcher Certification: I personally performed the decommissioning of this laboratory and certify it to be decommissioned in accordance with this procedure.

Graduate student signature

Date

Principal Investigator Certification: I personally performed or supervised the decommissioning of this laboratory and certify it to be decommissioned in accordance with this procedure.

Principal Investigator/Faculty Advisor Signature

Date

Lab Manager Certification: I have personally performed or supervised the disposal or transfer of all chemicals and samples owned by this Graduate Student and certify this to be decommissioned in accordance with this procedure.

Lab Manager Signature

Date

Department Head Certification: I approve of the decommissioning review conducted by my staff for this graduate student/laboratory..

Department Head Signature

Date

COE Safety/ EHS Certification: I personally conducted the decommissioning review for this laboratory and certify it to be decommissioned in accordance with this procedure.

COE Safety/EHS Signature

Date

- Original retained by the Department
- Copy forwarded to COE Safety, Juanita Miller, Goddard Hall Rm 309 (MSC 3449) or miljgh@nmsu.edu