

The University of Hong Kong

**DECOMMISSIONING CERTIFICATE**

It is the responsibility of the Head of the Department, School, Unit or Centre to ensure that all laboratory areas and rooms vacated are safe from chemical, radiological and/or biological contamination. On a practical basis this task will most likely be delegated to others such as the laboratory manager but the Head of the Department/School/Unit/Centre must countersign this certificate.

*Please complete the sections below and forward to the Safety Office with copy to Estates Office.*

Department, School, Unit or Centre: ..... Location:            Building: ..... Floor & Room Number: .....
---

1. This laboratory area/room/rooms* which was used for chemical, radiological/biological/animal holding* work is now no longer occupied/temporarily vacated for renovation work* by the Department, School, Unit or Centre. <div style="text-align: right; margin-top: 10px;">                     ..... † ..... Ö                 </div>
--

2. All chemical, radiological and/or biological* materials have been removed. <div style="text-align: right; margin-top: 10px;">                     ..... † ..... Ö                 </div>
--

3. All the facilities in (1) above including fixtures such as sinks/fume cupboards/microbiological safety cabinets/cytotoxic cabinets/benches/animal cage change stations/animal bedding disposal stations* have, been rendered safe. <div style="text-align: right; margin-top: 10px;">                     ..... † ..... Ö                 </div>
--

4. Additional notes: <div style="text-align: right; margin-top: 10px;">                     ..... † ..... Ö                 </div>
---

<p><b>LABORATORY MANAGER (OR EQUIVALENT)</b></p> NAME ..... SIGNATURE ..... DATE ..... <p><b>HEAD OF DEPARTMENT/SCHOOL/UNIT/CENTRE *</b></p> NAME ..... SIGNATURE ..... DATE .....	<p><b>I AM OF THE OPINION THAT THE LOCATIONS IDENTIFIED ABOVE ARE SAFE TO HANDOVER TO ESTATES OFFICE/CONTRACTORS.</b></p> <p><b>DIRECTOR OF SAFETY</b></p> DR. PAUL HUNT SIGNATURE ..... DATE .....
--	---

† Lab manager (or equivalent) must initial these statements

\* Delete as appropriate

Ö Checked by staff of Safety Office