

# Sensitive Material Removal Checklist

## Preparation

- ☐ Identify and locate all sensitive materials
- ☐ Inform relevant stakeholders of removal plan
- ☐ Gather required removal/disposal equipment

## Removal Process

- ☐ Follow safety protocols during handling
- ☐ Remove material from all identified locations
- ☐ Transport material to approved disposal area

## Verification

- ☐ Inspect areas for any remaining material
- ☐ Record and verify removal is complete
- ☐ Obtain sign-off from responsible person

Additional Notes:

Completed By:

Date: