

# *Laboratory Decommissioning Procedure*

 <p>THE UNIVERSITY OF WINNIPEG</p>	Date of Issue: January 2025 Issued by: Safety Office Created by: Geetika Bassi, August 2024 Reviewed by: Kevin Smith
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### **1.1 What is Laboratory decommissioning?**

Lab decommissioning is the process of safely shutting down and closing a laboratory space. This involves a comprehensive set of procedures to ensure that the laboratory is decontaminated, equipment and materials are properly managed, and the space is left in a safe and functional condition, either for reuse or for renovation. The process is critical for maintaining safety, protecting the environment, and ensuring compliance with legal and institutional regulations.

### **1.2 Why is Lab Decommissioning Important?**

- **Safety:** Proper decommissioning helps prevent accidents, exposure to hazardous substances, and contamination.
- **Compliance:** Adhering to legal and institutional regulations minimizes legal liabilities and ensures compliance with safety standards.
- **Environmental Protection:** Proper disposal of hazardous materials prevents environmental contamination.
- **Facility Management:** Ensures that lab spaces are properly cleaned and maintained for future use or renovation.

### **2.1 Purpose:**

The purpose of this policy is to ensure the safe and efficient decommissioning of laboratory spaces at the university. This process aims to protect personnel, the environment, and institutional assets by addressing all aspects of lab shutdown, including the handling of hazardous materials, equipment, and facility decontamination.

### **2.2 Scope:**

This policy applies to all university labs, including research, teaching, and support laboratories. It covers decommissioning procedures for both temporary and permanent closures, Principal Investigator (PI) retirement or leaving the university.

### **Responsibilities:**

#### **3.1 PIs and Lab Managers:**

- Initiate the decommissioning process.
- Ensure compliance with all procedures outlined in this policy.
- Coordinate with relevant university departments (e.g., Safety Office, Facilities Management).

#### **3.2 Health and Safety (Safety office):**

- Provide guidance on hazardous materials handling and disposal.
- Conduct inspections and verify decommissioning completion.
- Maintain records of decommissioning activities.

#### **3.3 Facilities Management:**

- Oversee physical decommissioning of lab spaces (e.g., removing equipment, cleaning).
- Coordinate with contractors for any required renovations or repairs.

### 3.4 Department Chairs/ Chair SLSSC:

- Approve decommissioning plans.
- Ensure proper documentation and record-keeping.

### **4.1 Laboratory Close-out / Decommissioning Process:**

#### **Step 1:** PI initiates the pre-decommissioning plan:

- PI notify safety office and facilities management of the planned decommissioning preferably 60 days in advance.
- Prepare a decommissioning plan outlining steps to be taken, including timelines, responsibilities, and necessary resources.
- PI notifies the safety office and facilities team with the inventory all equipment, hazardous materials (e.g., chemicals, biological agents, radioactive materials), and other materials
- Provide a full list of chemical and biological products and quantities to the Safety Office.  
\*In case PI is not in communication, Dean or Department Chair will assign capable personnel to initiate the decommissioning process.

#### **Step 2:** Safety office then schedule waste pick up

- Removal of chemicals (labs may give away chemicals to other UWinnipeg labs as long as they are in the original containers and are not expired).
- Any remaining chemical waste must be disposed of directly through the contracted disposal vendor.

#### **Step 3:** Safety office then schedule biological waste pick up

- Dispose of biologicals (labs may give away commercially sourced biologicals to other UW labs).
- Any remaining biologicals or biological material must be destroyed following the UWinnipeg disposal process.

Note: Biologicals refers to products derived from living organisms e.g. hormones, antibodies, enzymes whereas biological material refers to a sample that originates from a living organism e.g. blood sample, cell culture, DNA/RNA samples, tissue, and organs.

#### **Step 4:** PI ensures the decontamination of equipment and if the equipment are being disposed, or moving to other lab

- All equipment must be appropriately decontaminated (reference Decontamination Safe Work Procedure).
- Labs may give away equipment to other labs.
- Remove or safely dispose of equipment that is no longer needed or is unsafe to use.
- For equipment that will be reused or transferred, ensure it is cleaned and inspected as required (Label it as clean and safe to use).

#### **Step 5:** Facilities cleaning and restoration:

PI must advise facilities team for any potential hazards and indicate the use of proper PPE if required.

- Clean all surfaces, floors, and other areas of the lab.
- Remove or secure any signage related to lab hazards or warnings.
- Repair any damage and ensure the space is in a condition suitable for its next use.

**Step 6:**

- Vacating PI to complete the below “Laboratory Close-out Checklist.” If any points are marked “No” or “N/A,” please provide detail as to why.
- Contact the Biosafety Officer to arrange a lab inspection to verify the lab is being left in a clean and safe state. This inspection will include the Health & Safety Team, vacating PI, Biosafety Officer, and new PI (if lab is being immediately transferred to new PI).

**Step 7:**

The individuals listed on page 3 & 4 of the “Laboratory Close-out Checklist” will sign off indicating the following:

- **Principal Investigator** – The vacating PI confirms that all steps in the decommissioning process have been followed, agrees to cover the costs associated with the decommissioning process (unless other documented agreements have been made), and that all items listed below in “Chemical Safety” and “Biological Safety” have been completed.
- **New Principal Investigator** – If applicable, agrees and confirms that the state of the lab is acceptable to move in and take over the responsibility of the lab and any remaining contents.
- **Biosafety Officer** – Confirms that all steps in the laboratory close out and decommissioning process have been completed, the lab inspection has been conducted, and any remaining deficiencies have been corrected.
- **Safety Officer**- Ensure the decommissioning process is up to speed.
- **Manager, Safety and Health:** Confirms the decommissioning process is complete.

**Compliance:**

All university personnel involved in lab decommissioning (Dean, VP Research, faculty members, technicians, Science HR consultant., Director HR Services) must be trained and aware of the procedures outlined herein.

**Review:**

This policy will be reviewed annually and updated as necessary to comply with new regulations or improve procedures. Feedback from stakeholders is encouraged to ensure the effectiveness of the policy.

**Contact Information:** For questions or additional guidance regarding lab decommissioning, contact:

- **Safety Office:**
  - Geetika Bassi, Laboratory and Research Health and Safety Specialist, ext. 3066 (204-258-3066)
  - Kevin Smith, Manager, Workplace Safety and Health, ext. 9894 (204-786-9894) In Emergency, cell: 204-782-2588
- **Facilities Management:**
  - Craig Wood, Director - Building Services (cleaning, repair to infrastructure), 204-988-7187
  - Thiago Nunes, Director - Building Infrastructure (for equipment), 204-789-4267

**Appendix A: Health and Safety Laboratory Close-out Checklist**

Lab #: \_\_\_\_\_ Department: \_\_\_\_\_

Responsible Researcher(s): \_\_\_\_\_

Lab Contacts (if different then responsible researcher): \_\_\_\_\_

Phone/email: \_\_\_\_\_

Lab is relocating:  Yes  No If so, to: Lab #: \_\_\_\_\_

Lab has been re-assigned at this time:  Yes  No

Lab ownership is being transferred to: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*\*Note:** The responsible researcher leaving this lab can be held liable for any injury or property damage because of hazards (chemicals, biologicals, sharps, etc.) left behind in the lab after their departure. \*\*

**Principal Investigator:** Full Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**New Principal Investigator (if applicable):** Full Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

**Radiation Safety Officer (if applicable):** Full Name (Print): \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Biosafety Officer:** Full Name (Print): \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Safety Officer:** Full Name (Print): \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Personnel completing Appendix B, C and D:**

Full Name (Print): \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*\*Retain a copy of this form in your departmental files and send original to the Safety Office at [safety@uwinnipeg.ca](mailto:safety@uwinnipeg.ca) \*\***

**Appendix B: Chemical Safety**

	Yes	No	N/A
Chemical hoods have been cleared of all chemicals and equipment? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hoods have been cleaned / decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All signs (hazard, caution, etc.) removed where appropriate? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All chemicals and controlled substances have been transferred or disposed of? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders have been removed? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelves and cabinets have been cleared and cleaned / decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Countertops have been cleaned / decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remaining equipment has been properly cleaned / decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerators and freezers cleaned / decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact and hazard information changed on lab door(s)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix C: Biological Safety**

	Yes	No	N/A
Inside of the BSC has been properly decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incubators / water baths have been properly decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biohazard areas have all been properly decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All biological waste has been removed / properly disposed? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All biological materials have been properly disposed or transferred? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All biohazard stickers have been removed? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any biological materials transferred to another PI? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Appendix D: Radiation Safety**

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Conduct baseline radiation surveys to document current condition? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All survey meter, dosimeters, scintillation counters were calibrated or decontaminated? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segregate radioactive waste by type? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label and package waste according to the regulations and arrange proper disposal? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All remaining radioactive materials have been properly disposed or stored? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All lab equipment decontaminated and/or disposed? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any radioactive materials transferred to another PI? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>