## Standard Operating Procedure

# **Laboratory Decommissioning Checklist**

## Overview

 When laboratories are vacated, all chemical, radioactive and biological materials, sharps and any other wastes present must be disposed of properly by the vacating PI/supervisor. All non-fixed pieces of laboratory equipment must be decontaminated by the PI/Supervisor, and then removed from the location for service elsewhere, storage, recycling or disposal as arranged for by the PI/Supervisor. All working surfaces and storage locations must be decontaminated as appropriate for the types of contaminants present in that laboratory as noted below. The scope of the decommissioning is dependent on the present and future use of the space and possible demolition/renovation activities before re-occupancy.

Decommissioning operations such as decontamination, packing, and moving heavy equipment should be conducted during normal business hours, so that Emergency response from EH&S is available.

PPE appropriate to the hazards being handled must be worn during these operations.

## General Guidance

[ ] Equipment to be removed from the space has been identified and if necessary tagged with an equipment decontamination form (See Appendix).

[ ] [EH&S Laboratory Safety Office](https://www.ehs.ucsb.edu/programs-services/lab-safety-chemical-hygiene) has been notified of the lab closure or lab move at least 4 weeks prior to the move to arrange for an initial decommissioning review.

## Needs Assessment

**Enter Building and Room Numbers of Spaces being Decommissioned:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check all that apply**

[ ] Space will continue to be used as a laboratory with similar hazards

[ ] Space will be converted into non-laboratory space (contact Design & Construction Services)

[ ] Space will require demolition after it is vacated (contact Design & Construction Services)

[ ] Future use of space is undetermined

**Identify all hazards that are present in the laboratory**

[ ] Chemical Inventory [ ] NA

[ ] Radioactive Materials Inventory [ ] NA

[ ] Radiation Producing Machines Inventory [ ] NA

[ ] Laser Inventory [ ] NA

[ ] Biological Materials Inventory [ ] NA

[ ] Controlled Substances Inventory [ ] NA

## Clean Up and Decontamination

**Chemical Hazards** [ ] **None**

[ ] All chemicals to be kept/transported to a new location are separated from chemical waste.

[ ] Contacted [EH&S Hazardous Waste Program](https://www.ehs.ucsb.edu/programs-services/hazardous-waste) (Bruce Carter, X 3293) **4 weeks before** desired cleanout and initiated the assessment and waste removal process.

[ ] Surfaces have been decontaminated by wiping down with soap/water

(e.g. Lab benches, fume hood surfaces and bars, interiors of cabinets, etc.)

[ ] Equipment to be moved has been depowered, drained of fluids, surfaces decontaminated as appropriate for that equipment, and a completed Equipment Decontamination Form attached (Appendix)

[ ] Return unwanted compressed gas cylinders to the supplier.

**Radiological Hazards (Including Radiation Producing Machines and Lasers)** [ ] **None**

[ ] The [Radiation Safety Officer](https://www.ehs.ucsb.edu/programs-services/radiation-safety) has been contacted (Robert Brown, X7255)

[ ] Transferred remaining radioactive material and waste to EH&S Radiation Safety for disposal or storage.

[ ] Surveyed and decontaminated all areas and equipment where radioactive materials were used/stored.

[ ] Returned all radiation monitoring badges and rings (dosimeters) to EH&S Radiation Safety Office.

[ ] EH&S Radiation Safety has completed the closeout of the use authorization, including a comprehensive radiological contamination survey of all areas of the laboratory, and the removal of all radioactive hazard labels, stickers and tape from all laboratory surfaces and equipment.

**Biological Hazards** [ ] **None**

[ ] [The Biosafety Officer](https://www.ehs.ucsb.edu/programs-services/biological-safety) has been contacted (Jamie Bishop, X8894)

[ ] Biohazardous waste has been properly disposed of

[ ] For Regulated Medical Waste generating labs, surfaces have been decontaminated by wiping down with a high-level EPA approved disinfectant. [ ] NA

[ ] The Biosafety Officer has completed the on-site inspection to verify the treatment and removal of biological waste, and removed biosafety labels from surfaces and equipment.

**Controlled Substances** [ ] **None**

[ ] [The Controlled Substances program lead](https://www.ehs.ucsb.edu/programs-services/controlled-substances) has been contacted (Derek Iverson, X7256)

[ ] Transferred remaining controlled substances to another permit holder or removed from campus via reverse distribution.

[ ] EH&S Controlled Substances lead has closed out the DEA license.

**Miscellaneous Waste**

[ ] Sharps and Glass waste have been disposed of as described in the [Chemical Hygiene Plan](https://www.ehs.ucsb.edu/programs-services/lab-safety-chemical-hygiene/labsafety-chp).

[ ] E-Waste has been deposited in appropriate e-waste canisters located on campus.

[ ] All papers, empty bottles, boxes and other debris have been properly disposed of.

# **Appendix**

## Laboratory Equipment Decontamination Form (affix one copy per piece of equipment)

**This equipment is being decontaminated for** [ ] **Disposal** [ ] **Relocation** [ ] **Repair** [ ] **Storage**

**Type of equipment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Serial #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Location (building/room):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department**:\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_phone:\_\_\_\_\_\_\_\_**

[ ] **Stored Energy** (e.g. electrical, pneumatic) discharged or depressurized [ ] NA

[ ] **Fluids** drained and appropriately captured or disposed of [ ] NA

[ ] **Radioactive Materials** as part of or used in the equipment [ ] NA

[ ] Fully sureveyed for radioactive contamination, has been decontaminated.

[ ] Radiation hazard label removed.

[ ] EH&S Radiation Safety Officer has cleared the equipment.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

[ ] **Hazardous Chemicals** used in the equipment [ ] NA

[ ] Removed, cleaned and/or neutralized with appropriate cleaning agent

[ ] Chemical warning labels removed or defaced

[ ] **Biological Materials** used in the equipment [ ] NA

[ ] Surfaces decontaminated with a high level, EPA-registered disinfectant.

[ ] Biohazard warning labels removed or defaced.

**I certify that, to the best of my knowledge, this equipment is free of hazardous materials or hazards, including those noted above.**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

**Comments:**