

STANDARD ADMINISTRATIVE PROCEDURE

24.01.01.M4.04 Laboratory Decommissioning Procedure

Revised October 14, 2009

Next Scheduled Review: October 14, 2012

Standard Administrative Procedure Statement

This laboratory decommissioning procedure applies to all laboratories and auxiliary spaces serving as laboratories that are on Texas A&M University's campus (throughout Brazos County).

Definitions

Decommissioning: the process of decontaminating existing laboratory space and equipment prior to vacating the location.

Laboratory: a laboratory is defined as a space where research or teaching is conducted and where relatively small quantities of hazardous chemicals, biological materials, and/or radiological agents are used.

Official SAP/Responsibilities/Process

1. GENERAL PRINCIPLES

This procedure must be applied to the removal of hazards from laboratory spaces when the principal investigator (PI) is

- leaving Texas A&M University
- moving to another building on campus, or
- relocating to another laboratory within the same building.

When laboratories are vacated, all chemical, radioactive and biological materials, sharps and other wastes must be disposed in a proper manner.

All non-fixed equipment and supplies are required to be removed from laboratories for closeout or relocation. Laboratory equipment must be decontaminated before it is

- placed back into service,
- stored in another location, or
- disposed in a proper manner.

Working surfaces and storage locations must also be properly decontaminated.

No hazardous materials shall be disposed of down drains or into the regular trash receptacles. Abandonment of a controlled substance is a violation of Federal regulations and University policies.

2. RESPONSIBILITIES

2.1 *Deans and Directors* are responsible for ensuring that all faculty members, researchers, and graduate students understand their responsibilities and that all procedures are adhered to when a faculty member, researcher, or graduate student leaves the University or transfers to a different department or laboratory.

2.2 *Department Heads* are responsible for

- Verifying that Environmental Health & Safety (EH&S) and the Office of Biosafety has been notified when an investigator plans to vacate a laboratory.
- Ensuring principal investigators are aware of and follow the procedures contained in this policy.
- Paying all costs associated with decommissioning if this policy is not followed.

2.3 *PI or Laboratory Supervisor* is responsible for proper disposition of all hazardous materials used in laboratories, such as

- Making arrangements before leaving for the transfer or disposal of chemicals, radioactive materials and biological materials.
- Ensuring that all labs, storage areas, equipment and work surfaces within these spaces are thoroughly cleaned before vacating the space(s).
- Correcting all non-conformances that remain after a decommissioning inspection by EHS and/or Office of Biosafety.

2.4 *Environmental Health and Safety (EHS)* is responsible for

- Pre-close out survey consultation with PI/Laboratory Supervisor.
- Conducting the closeout survey

2.5 *Office of Biosafety*

- Pre-close out survey consultation with PI/Laboratory Supervisor.
- Conducting the closeout survey

3. PROCEDURES

This process must be started at least three months before vacating the chemical use room/laboratory to allow ample time to properly dispose of all materials and should be completed at least 10 days prior to departure.

Environmental Health and Safety (EHS) must be notified as soon as the PI or Laboratory Supervisor is informed that his/her lab will be closed or relocated. EHS will provide consultation to ensure a successful laboratory closeout survey. Notification can be made by email to ehsd@tamu.edu or in a memorandum to the Director of EHS, MS 4472.

The checklist provided in *Appendix A* is to be completed prior to vacating the space. All handling of hazardous materials shall be in accordance with proper disposal procedures, and regulations governing disposal of hazardous materials. For additional information, contact EHS at 5-2132.

Once completed, the checklist should be signed and submitted to the user's Department Head and to EHS (MS 4472 or e-mail to ehsd@tamu.edu).

EHS will conduct a laboratory closeout survey within 30 days of the actual closing of the lab. This survey should be scheduled as soon as possible, at least two weeks in advance of the requested date. If indicated, the Office of Biosafety will be represented at the time of the laboratory closeout survey.

Upon completion of the survey, EHS will give closure and clearance to the department, utilizing the form in *Appendix B*. If any non-conformances are found, they must be addressed by the principal investigator and a new survey scheduled.

If this procedure is not followed and the laboratory is not properly closed out, any costs incurred, including EHS or Office of Biosafety staff time, disposal costs, fines, etc. will be charged back to the Department involved.

EHS and the Office of Biosafety acknowledges that a departmental policy towards cost recovery from the PI/Laboratory supervisor is the purview of individual departments.

4. **ACKNOWLEDGMENT**

Some ideas for this decommissioning policy were gleaned from the University of Rochester, University of Illinois at Chicago, and University of South Carolina decommissioning plans.

Related Statutes, Policies, or Requirements

Supplements System Policy 24.01 and System Regulation 24.01.01

Forms

- Chemical/Biological Laboratory Close-Out Checklist (*Appendix A*)
 - Environmental Health and Safety Laboratory Closure & Clearance Authorization (*Appendix B*)
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Contact Office

Environmental Health and Safety

Office of Biosafety

Appendix A

CHEMICAL/BIOLOGICAL LABORATORY CLOSE-OUT CHECKLIST

This process should be started at least three months before vacating the chemical use room/laboratory to allow ample time to properly dispose of all materials. **Under no circumstances may any hazardous chemical be disposed of down drains or into the regular trash receptacles.**

- If radioactive material was present or used, Texas A&M's Radiation Safety was contacted and a completed closeout survey performed.
- If biological material was present or used, Texas A&M's Office of Biosafety was contacted and a completed closeout survey performed.
- Chemical compounds, reagents and samples were removed from refrigerators, freezers, cold rooms, storage rooms, closets, etc., including common areas. In shared laboratories, all PIs/Laboratory Supervisors must agree upon these areas.
- All chemicals targeted for hazardous waste disposal were removed by following EHS guidelines
- All usable chemicals were transferred to another party in your department who took charge of them. The receiving party must be a signatory to the transfer (see *Laboratory Closure and Clearance Authorization* form) and will thereafter be responsible for proper storage, usage, and disposal of the materials.
- Chemicals and biological samples that will be transferred to a laboratory in another location at Texas A&M University or off-campus have been appropriately packaged for transfer and appropriate authorization for transfer has been obtained.
- All glassware was cleaned and packed according to Departmental instruction.
- All broken glassware was boxed, taped shut, labeled "BROKEN GLASS" and placed in trash dumpster for regular trash disposal.
- All compressed gas cylinders were returned to suppliers. If cylinders are non-returnable, EHS was contacted for removal.
- All laboratory equipment has been cleaned or decontaminated with a 5% calcium or sodium bicarbonate wash, 10% bleach or soap water, as appropriate for the respective chemical and/or biological agent usage.
- Chemical Fume hood/Biosafety Cabinet surfaces, bench tops and areas where chemicals or biological agents were used or stored, were washed with a 5% calcium or sodium

bicarbonate wash, 10% bleach or soap water, as appropriate. If a Biosafety Cabinet is moved to another building or location, it must be decontaminated before moving.

- Prior to discarding laboratory equipment, the following items were removed:
 - capacitors or transformers (in high-voltage generating equipment)
 - mercury from lab apparatus
 - mercury switches and thermometers
 - refrigerant fluids containing chlorofluorocarbons (in freezers and refrigerators)
 - radioactive sources and chemicals

- The only items remaining are those requested by the new tenant and they are tagged with his/her name.

- No items or equipment have been left in the hallway.

- All signage for specific hazards was removed.

Signature, Principal Investigator

Date

Signed form must be submitted to Department Head and to EHS (MS 4472 or by e-mail to ehsd@tamu.edu).

Appendix B

**ENVIRONMENTAL HEALTH AND SAFETY
LABORATORY CLOSURE & CLEARANCE AUTHORIZATION**

DATE: _____

Principal Investigator (PI)/Laboratory Supervisor: _____

The following issues must be addressed before this laboratory may be reassigned:

This statement is to declare that as of the above date, the following laboratory area(s) have been inspected by EHS and ownership may be passed on. This authorization is based on visual inspection and/or information submitted to EHS by the past users of the identified location(s):

EHS Representative: _____

Title Signature

The following person(s) attest(s) to receiving chemical and/or biological agents from the above stated PI/Laboratory Supervisor and agree(s) to be responsible for their proper storage, usage, and disposal:

Printed name

Signature

Date

Printed name

Signature

Date