STANDARD ADMINISTRATIVE PROCEDURE

34.01.01.M4.04 Laboratory Decommissioning Procedure

Revised October 14, 2009
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Standard Administrative Procedure Statement

Environmental Health and Safety and the Office of Biosafety support and enrich Texas A&M by providing high-quality programs and services that uphold the highest standard in health, safety and environmental protection.

This procedure applies to all laboratories and auxiliary spaces functioning as laboratories across Texas A&M University's campus including Texas A&M University Health Science Center locations and any other sites under the jurisdiction of Environmental Health and Safety (EHS) or the Office of Biosafety (OBS) as defined by Memoranda of Understanding (MOUs).

A Notice of Laboratory Decommissioning must be submitted by the Principal Investigator (PI) or responsible person prior to any renovation, relocation or laboratory closure.

Definitions

Decommissioning: the process of confirming the removal of laboratory equipment, chemicals, and waste; verifying that all surfaces - including floors, countertops, and remaining equipment - have been decontaminated; and ensuring the laboratory is suitable for new occupants.

This definition includes the process of releasing laboratory equipment to Texas A&M University Surplus, or for moving the equipment on public roads.

Laboratory: any space used for testing, analysis, research, teaching, storage, diagnosis or similar activities involving hazardous chemicals, biological materials or radiological hazards.

Equipment: defined as any appliance, tool, or furniture originating from a laboratory, regardless of size. This includes but is not limited to glassware, consumable lab materials, furniture, appliances, tools, and/or reusable personal protective equipment (PPE).

Official SAP/Responsibilities/Process

1. GENERAL PRINCIPLES

1.1. Laboratory Decommissioning

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.

This procedure must also be applied to laboratories undergoing renovation.
All chemical, radiological hazards, biological materials, sharps and wastes must be disposed of or transferred using the appropriate forms:

- Equipment and Chemical Transfer Form
- Radioactive Material Transfer Form

If biohazards are transferred, the receiving PI must have Institutional Biosafety Committee (IBC) approval for the agent(s). All non-fixed equipment and supplies must be removed. Equipment must be decontaminated before it is:

- removed from service,
- stored in another location, or
- disposed of in a proper manner.

Working surfaces and storage locations must also be properly decontaminated.

EXCEPTIONS:

If a new PIs elects to accept responsibility for the laboratory "as is", this acceptance must be documented. Transfers involving hazardous materials or equipment require involvement of EHS Laboratory Safety and completion of the Equipment and Chemical Transfer Form by both parties. When biohazards are present, the receiving PI must hold IBC approval for the specific agent(s) and laboratory space(s).

1.2. Equipment Decommissioning

This procedure also applies to equipment hazards when part of a laboratory decommissioning process. Equipment must be decontaminated before relocation, storage, or disposal.

1.3. Controlled Substances

Texas A&M University complies with all state and federal laws, including:

- The Memorandum of Understanding between the Texas Department of Public Safety (DPS) and the Texas Higher Education Coordinating Board (THECB)
- United States Drug Enforcement Administration (DEA) regulations for controlled substance management.

All DEA license holders are responsible for full compliance with state and federal law and DEA regulations governing the purchase, storage, use, transfer and disposal of Controlled Substances. DEA registrants have ultimate responsibility for ensuring proper acquisition, use, maintenance, security, accountability and transfer or disposal of Controlled Substances

1.4. Waste

Hazardous materials must not be disposed of in sinks, drains or regular trash and must be handled according to their hazard, per the following guidelines:

- Chemical Waste
- Radiological Waste
- Biohazardous Waste

2. RESPONSIBILITIES

2.1. *Deans and Directors* are responsible for ensuring that faculty members, researchers, and graduate students understand their responsibilities and follow this procedure when leaving the university, relocating within or between campus buildings, renovating laboratories, or transferring equipment, chemicals, or biohazardous materials.

2.2. *Department Heads* are responsible for:

- Verifying submission of the Notice of Laboratory Decommissioning.
- Ensuring compliance with this procedure.
- Covering all costs incurred if this procedure is not followed.

2.3. *PI or Responsible Person* is responsible for:

- Submitting the Notice of Laboratory Decommissioning 30 days prior to renovation, relocation, or lab closure
- Properly relocating, transferring, or disposing of hazardous materials.
- Submitting a request to terminate or amend the IBC, RAM, or laser permit, if applicable.
- Ensuring that all labs, storage areas, equipment and work surfaces are thoroughly cleaned/decontaminated.
- Ensuring that all equipment is decontaminated prior to transfer as surplus property.
- Correcting all non-conformances identified during closeout inspections.

- Ensuring all decontamination work is performed by trained lab personnel.

2.4. *EHS Lab Safety* is responsible for:

- Consulting with the PI/Laboratory Supervisor prior to the laboratory closeout survey/walkthrough.
- Conducting the laboratory closeout survey.

2.5. *EHS Radiological Safety* is responsible for:

- Consulting with the PI/Responsible Party prior to the laboratory closeout survey/walk-through
- Conducting the radioactive material (RAM) and/or laser permit closeout survey and removing or rendering safe any radiological hazards.

2.6. *Office of Biosafety:*

- Consulting with the PI/Laboratory Supervisor prior to the laboratory closeout survey.
- Conducting the biosafety closeout survey.
- Posting the Biosafety decommissioning completion notice at lab entrance.

3. PROCEDURES

3.1. Laboratory Decommissioning

The decommissioning process must begin at least 30 days prior to vacating the laboratory space. The PI or designee is required to submit a Notice of Laboratory Decommissioning to notify EHS, OBS, and Radiological Safety. To prepare for the inspection, the Laboratory Decommissioning Checklist must be completed and submitted to labsafety@tamu.edu.

Once notified, EHS, OBS, and Radiation Safety will coordinate and conduct necessary reviews. If biohazardous materials were used in the laboratory, investigators are required to follow OBS guidance for closing or moving labs, and OBS will complete a Biological Hazard Removal Form. In cases involving radiological hazards, Radiological Safety will perform a closeout survey and ensure that all hazards are either removed or rendered safe.

Following the completion of all required reviews, EHS Laboratory Safety will schedule a final decommissioning inspection and issue an electronic Clearance Authorization. If any non-conformances are identified during the inspection, they must be corrected before a follow-up inspection can be scheduled. Failure to comply with this procedure may result in departmental charges to include staff time and disposal charges.

3.2. Equipment Decommissioning

When equipment decommissioning is not part of a broader laboratory decommissioning process, it must still be completed in a timely manner prior to relocation, storage, or disposal. EHS and OBS are available to provide consultation to ensure proper decontamination procedures are followed. For assistance, contact EHS Lab Safety at labsafety@tamu.edu, OBS at biosafety@tamu.edu.

Before any equipment is moved to surplus, the Equipment Decontamination Form must be completed. All hazardous materials associated with the equipment must be handled in accordance with applicable disposal procedures and regulatory requirements. For additional guidance, contact EHS at labsafety@tamu.edu or call 979-845-2132

Once decontamination is complete, the form must be signed, affixed to the equipment, and a copy retained by the releasing party. If the equipment is subject to export control regulations, the Export Control Office must be consulted prior to relocation, transfer, or disposal. Contact the Export Control Office at exportcontrols@tamu.edu or 979-862-6419.

Failure to follow this procedure or to properly decontaminate equipment may result in charges to the department, including costs staff time, disposal fees, and any applicable fines. EHS and OBS recognize that departmental policies regarding cost recovery from the PI or designee are determined at the discretion of each individual department

4. METHODS

4.1. Minimum Training Requirements

Personnel must have hazard-specific training (e.g., hazard communication, biosafety, general radiation safety, etc.), and work-area specific training on proper decontamination procedures.

4.2. Minimum Personal Protective Equipment (PPE) Requirements

The minimum PPE that must be worn when decontaminating equipment includes lab coat, long pants, closed-toe shows, gloves, and chemical splash goggles. Additional PPE may be required depending upon contaminants and decontamination method(s) used.

4.3. Decontamination of biosafety labs

All surfaces in and equipment originating from biosafety laboratories must be decontaminated with an appropriate disinfectant. All biohazards or materials potentially contaminated with biohazards (e.g., sharps, pipette tips, etc.) must be treated in accordance with TAMU Biohazardous Waste Disposal Guidelines prior to disposal (http://rcb.tamu.edu/biohazards/resources/biohazardous-waste-disposal-pdf).

Appropriate choice of disinfectant may be determined by:

- referring to the approved IBC permit or laboratory SOPs,
- contacting the Office of Biosafety at biosafety@tamu.edu, or
- referring to the EPA's website for selected registered disinfectants.

Appropriate use of disinfectants may be determined by:

- referring to the manufacturer's recommendation regarding concentration and contact time, and
- referring to the manufacturer's recommendation for removal of disinfectant residue where applicable.

Document the disinfectant used on the TAMU Equipment Decontamination Form.

4.4. Biological Safety Cabinets that are designated for surplus, relocation to another building, or disassembly for transport must undergo professional decontamination using an approved gas or vapor treatment. Contact the Office of Biosafety (OBS) at biosafety@tamu.edu for further guidance. Chemical Decontamination

Follow manufacturer recommendations for instructions on cleaning equipment surfaces.

Consult Safety Data Sheets (SDSs) for information on specific hazards and decontamination methods.

Ensure chemicals are removed from equipment and properly disposed of. Equipment that contains oil or refrigerants (e.g., air conditioners or refrigerators) or has a water jacket must be properly drained of its contents prior to disposal/sent to surplus. It is the owner's responsibility to submit a work order to AggieWorks to have the equipment drained and to ensure chemicals are properly disposed. Contact EHS for guidance.

Contact EHS prior to draining oil suspected of containing polychlorinated biphenyl (PCB).

4.5. Radiological Decontamination

Decontaminate any equipment that potentially came into contact with radioactive materials as appropriate per the TAMU Radiological Safety Program Manuals.

After decontamination and closeout surveys are complete, contact the Radiation Safety Staff (RSS) at radiological-safety@tamu.edu to perform a follow-up survey and green tag the equipment.

Related Statutes, Policies, or Requirements

System Policy *34.01, Environment. Safety and Security*

System Regulation 34.01.01, Health and Safety Programs

Texas A&M University Institutional Animal Care and Use Committee, *Guidelines for the Purchase, Storage, Use, and Disposal of Controlled Substances in Research and Teaching*

Contact Offices

Environmental Health and Safety

Office of Biosafety