

Laboratory Decommissioning

Guideline

Revision Date: 10/05/18

Applies To: Any researcher moving out of a laboratory. These moves include leaving the university, moving to another building on campus or relocating to another laboratory within the same building.

Summary

When laboratories are vacated all chemical, radioactive and biological materials must be removed and disposed of properly.

Laboratory staff should contact EHS two weeks prior to the move to arrange a decommissioning inspection date.

Scope

This Guideline applies to any researcher moving out of a laboratory. These moves include leaving the university, moving to another building on campus or relocating to another laboratory within the same building.

Reference Regulations

- Hazard Communication Standard [MIOSHA Part 430](#)
- Michigan Public Act 451, Parts 111 and 121
- NRC Materials License No. 21-00215-04
- NRC Regulations (10 CFR 20.1404 & 10 CFR 30.4)

Glossary of Terms

Decommission - the formal deactivation of a laboratory assuring the safety of the space for further cleaning, renovation, or occupancy. The decommissioning process involves an inspection by EHS Biological and Laboratory Safety (B&LS) and, if radioactive materials were used, EHS Radiation Safety Service (RSS).

Responsibility

Everyone working at the University of Michigan has the right to expect a safe and healthy work environment. They also have a responsibility to help assure a safe and healthy environment for themselves and others. These responsibilities are detailed in the University of Michigan [Academic Laboratory and Research Safety Policy](#), issued jointly by the Department of Environment, Health & Safety (EHS) and the Office of Research Ethics & Compliance (UMOR). Please click on the Policy link to view role specific responsibilities including but not limited to the following categories:

- All faculty, staff, other employees and students
- Graduate Student Research Assistants/Trainees

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- Post-Doctoral Trainee/Fellow
 - Laboratory Director (Faculty/Lab Manager/Supervisor)
 - Department Chair
 - Facility Managers/Department Managers/Key Administrators/Chief Department Administrators
 - Unit (School/College/Department) Safety Coordinators

Additional responsibilities specific to the implementation of this guideline follow.

Laboratory Director/Authorized Users

- Implement and document appropriate safety policies and procedures in accordance with the U-M Chemical Hygiene Plan.
- Ensure employees are instructed on and follow proper procedures and utilize protective equipment provided during their work as detailed in written SOPs.
- Notify EHS by completion of Room Decommissioning Form when leaving the University or relocating within the university. See Appendix A for form.
- Remove all chemical, biological and radiological materials and equipment. Contact EHS at 763-6973 for assistance with waste disposal; biological, chemical and radiological site evaluations; and decontamination of biological safety cabinets.
- If contamination is identified by EHS personnel, Laboratory Directors/Authorized Users will be responsible for all decontamination activities including biological, chemical and radioactive.

Departmental Unit

- Responsible for all deficiencies not corrected by the Laboratory Director/Authorized User.
- Notify EHS by completion of Room Decommissioning Form when an investigator will be leaving the University or relocating within the university. See Appendix A for form.

EHS

- Advise Laboratory Director/Authorized User on precautions to be taken during transfer of biological, chemical and radioactive materials.
- Conduct radioactive stock material transfers, if transfers involve movement of such materials between unconnected buildings.
- When contacted by a lab for hazardous waste removal, schedule a waste pick up for the laboratory. EHS will provide packaging materials for waste collection. Information regarding relocating laboratory hazardous materials is available upon request.
- Decommission a facility for biological, chemical and radioactive materials. If contamination is identified, EHS will notify Laboratory Directors/Authorized Users. Laboratory Directors/Authorized Users and Facility Management will be notified by EHS once the decommissioning is complete.
- Provide services to assist with laboratory decommissioning: disposal of hazardous, biohazardous and radioactive waste; biological, chemical and radiological site evaluations; decontamination of biological safety cabinets. Contact EHS at 763-6973 to arrange these services.

Procedures

NOTE: Building Services will not service or clean rooms that have not been decommissioned by EHS.

Radiation Safety Service (RSS)

- Prior to relocating to the new facility, new radioactive material laboratory locations must be approved by the Radiation Policy Committee (RPC). RSS will notify Authorized User of approval.
- Use of radioactive materials should be discontinued approximately one week prior to relocation.
- All radioactive waste containers not being transferred to a new facility must be collected by EHS Hazardous Materials Management (HMM).
- Upon written notification by the Laboratory Director/Authorized User or the Department, RSS will conduct a radiological survey of the facility. In addition, RSS will verify that the equipment used to store or analyze radioactive materials is decontaminated. For information on equipment decontamination, contact RSS or refer to the [Checklist to Terminate Using Radioactive Material](#).
- Laboratory Directors/Authorized Users will be notified of the survey results. If contamination is identified, laboratory personnel will be responsible for decontamination. The laboratory will be re-evaluated upon completion of decontamination efforts.

Research Health & Safety (RHS)

- Upon notification by the Laboratory Director or the Department, RHS will verify that all chemical and biological materials have been properly removed, disposed and/or stored. All drawers and cabinets must be emptied and wiped down, special in-house equipment must be removed and fume hoods cleaned.
- Laboratory Directors and Facilities Management will be notified of results. Laboratory personnel will be responsible for any additional corrective actions. Decommissioning will be completed upon re-evaluation.

Hazardous Materials Management (HMM)

Upon notification by the laboratory staff or departmental unit HMM will schedule removal of hazardous waste materials. Packaging materials and additional information regarding relocating laboratory hazardous materials is available upon request.

NOTE: Please work with your department to arrange reuse/recycling of chemicals that have not reached the expiration date, rather than discarding unwanted chemicals.

In addition, there are requirements for proper recycling of batteries, electronic equipment, light bulbs and other materials. Refer to this website for guidance [Other Waste](#).

Related Documents

- [Relocating Laboratory Hazardous Materials Guideline](#)
- [Biological Waste Web page](#)
- [Laboratory Equipment Owner Decontamination Form](#)
- [Checklist to Terminate Using Radioactive Material](#)
- [Checklist for Decommissioning a Laboratory](#)
- ANSI/AIHA Z9.11-2008 "Laboratory Decommissioning"

Technical Support

All referenced guidelines, regulations and other documents are available at EHS (763-6973).

Attachments

[Request Laboratory Decommissioning Inspection](#)