



Laboratory Decommissioning Instruction Guide

The Department of Environmental Health and Safety (DRI EH&S) has received your notification to decommission a laboratory or clinical area. DRI EH&S is available to help you make the decommissioning process as easy as possible, but you have responsibilities that must be undertaken to facilitate this process. This Laboratory Decommissioning Instruction Guide will provide you with necessary information to complete the decommissioning process.

1. As soon as possible, begin to inventory your chemicals and determine what chemicals will become waste. This waste must be disposed in accordance with DRI procedures and state and Federal law (DRI procedures are on the web at <http://www.dri.edu/ehs-programs/environmental-management>.) This should be the first task you undertake in the decommissioning process because it is the most time consuming for both the laboratory and EH&S staff.

All chemicals and waste must be removed from the laboratory prior to the laboratory decommissioning. For chemicals that are to be relocated within the Institute, DRI EH&S can provide assistance in packing and moving instructions. For chemicals to be shipped offsite or relocated internally via transport on public roads, packing, labeling, marking must meet DOT requirements and proper shipping papers must accompany the shipment. Contact DRI EH&S for additional information.

EH&S staff will visit your laboratory within a few days of your notification to answer any questions you might have and inform you of procedures and deadlines.

2. UNR radiation safety procedures and state and Federal laws control the movement of radioactive materials, wastes and sources out of your laboratory. Radioactive materials must be inventoried and either disposed of as waste, transferred to another authorized user or properly moved to your new laboratory. Any equipment with internal radioactive sources must have the sources removed prior to being disposed or placed into surplus.

A radiation safety staff will visit your laboratory within a few days of your notification to answer any questions you might have and to inform you of specific procedures and deadlines. Your lab will be scheduled for a radiation survey once all radioactive materials and sources have been removed. Contact the UNR Radiation Safety Office at 775-784-4540 for additional information and guidance

3. If you possess CDC Select Agents (<http://www.cdc.gov/od/sap/>), an accurate record from receipt to destruction or disposal must be maintained. Contact DRI EH&S for disposal or transfer as Federal regulations must be followed to ensure proper management.
4. If you possess infectious agents (other than Select Agents) that must be disposed as waste, contact DRI EH&S for information on disinfection and disposal options. If you plan to ship or transfer infectious agents, DRI EH&S can provide assistance.
5. All biological safety cabinets must be cleaned out and decontaminated with a 10% bleach/water solution prior to exiting the laboratory.
6. Ensure that all cabinets, laboratory hoods and storage areas, especially shared spaces, have no chemicals, biological agents or radioactive materials remaining.
7. All gas cylinders must be removed from the laboratory. In most cases the gas vendors will accept previously used cylinders. If you have problems making arrangements for the return of your cylinders, contact your Division/Center Business Manager. All tubing, valves and regulators for compressed gases must be removed and disposed or placed in surplus.

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8. All equipment that is non-serviceable or is no longer needed in the lab must be disposed or placed into surplus.
9. All surface areas must be decontaminated using the appropriate procedure for each material used in the laboratory: a 10% bleach/water solution for biological agents and soap and water for chemicals. Surfaces that may have been used for radioactive materials must be surveyed by the Radiation Safety Office and decontaminated if necessary.
10. Notify DRI EH&S of any special hazards in the laboratory. Special hazards may include: a hood where perchloric acid was used for heated digestion, areas where a chemical spill (especially mercury) may have occurred, or a freezer that has been contaminated with an infectious agent.
11. All empty containers and laboratory glassware and equipment must be removed from the laboratory. Any glassware, glass containers, pipettes, etc. must be placed into broken glass boxes and sealed prior to disposal.
12. Controlled substances must be disposed, transferred within the department or sent back to a distributor for reuse or destruction. Regulations require appropriate documentation of the transfer or disposal of controlled substances. Contact EH&S for further assistance.

Once you have sent your notification, the final decommissioning must occur within 30 days. If you have a significant amount of chemical or radioactive waste, the decommissioning process will take a significant amount of time and you should begin early in getting the process started. *It is your responsibility to complete all activities related to the decommissioning within thirty (30) days.* After that deadline your Division/Center is responsible for the cost of any decommissioning activity that must be performed by DRI EH&S. Please feel free to contact DRI EH&S at 7329 with any questions or concerns.

Desert Research Institute
Environmental Health and Safety Office
Laboratory Decommissioning Certification Form

Department: _____

Laboratory Location: Building _____ Room: _____

Laboratory Contact Person: _____

Telephone Number: _____

Date of Decommissioning Survey: _____

In preparation to vacate the laboratory listed above, I certify that:

1. All useful chemicals have been redistributed within the DRI or shipped to another location (following Department of Transportation regulations). The remaining chemicals have been properly disposed through the DRI EH&S hazardous waste program.
2. All controlled substances have been transferred to another registered user or disposed via a reverse distributor in accordance with federal regulations.
3. Chemicals have not been disposed in the normal refuse or via drain disposal without DRI EH&S permission.
4. Unknown and reactive chemicals were managed appropriately after consultation with the DRI EH&S.
5. All chemical waste has been disposed through the DRI EH&S hazardous waste program.
6. All compressed gas cylinders have been returned to vendors.
7. All biological materials have been destroyed or transferred to another authorized laboratory.
8. Any select agents have been destroyed or transferred in accordance with DRI Federal regulations.
9. All stocks and media solutions have been decontaminated by autoclaving or a 10% bleach/water solution and disposed via the sink drain.
10. All biological materials have been removed from freezers and refrigerators. The freezers and refrigerators have been decontaminated with a 10% bleach/water solution and biohazard warning signs removed.
11. All solid infectious materials and used supplies have been disposed in an infectious waste container.
12. All sharps have been placed into sharp containers and the sharp containers disposed in infectious waste containers.
13. All radioactive materials and inventories have been compared and balanced to account for all material. Copies of the final radioactive material inventories have been sent to the UNR Radiation Safety Office.

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14. All radioactive materials have been transferred to another authorized user or disposed as radioactive waste in accordance with UNR Radiation Safety Office procedures.
15. Equipment and devices that have internal radioactive sources have had the source removed by Radiation Safety Office personnel prior to transfer or moving.
16. The Radiation Safety Office has conducted an exit survey of the laboratory after the last use of radioactive materials.
17. All unused supplies have been relocated to a new laboratory, sent to surplus or transferred to another research facility.
18. All laboratory surface areas used for chemicals, including hoods, have been washed with soap and water to remove any chemical contamination.
19. Any biological safety cabinets have been emptied and decontaminated with a 10% bleach/water solution. All laboratory surfaces used for infectious materials have been decontaminated with a 10% bleach/water solution. After cleaning biohazard signs and labels have been removed from equipment and cabinets.
20. Any areas that were impacted from a spill of chemicals, biological agents or radioactive materials have been identified to DRI EH&S.
21. Any areas or equipment that could not be cleaned have been tagged with the appropriate warning labels and identified to EH&S.

Responsible Party (i.e., Principal Investigator)

Date

I verify that DRI EH&S staff have conducted the laboratory decommissioning surveys and certify this laboratory to be decommissioned.

DRI EH&S Representative

Date

I verify that Facilities Staff have inspected the laboratory and find the space and installed systems acceptable for reassignment.

Facilities Representative

Date

Copies of this form will be provided to the Responsible Party, the Division/Center Director, the Facilities Department and the original shall be retained by DRI EH&S.