



Laboratory Decommissioning Checklist

Reasons for the decommissioning (Example: PI is moving, retiring, or certain hazards no longer done, replacing old for new equipment, etc.)

Please specify

Type of Decommissioning

Complete Partial, please specify i.e. fume hood, storage cabinet, floor, lab bench, radiation etc.

General Information

Name of PI Date Department Telephone Lab Name Building Room No. Contact Person Telephone Chemical Permit # Radiation Permit # Biohazard Permit # Laser Permit # Containment level: 1 2 2+ 3

General Chemical Decommissioning

Table with 4 columns: Requirement, Required (Y/N), Date completed, EHS officer review. Rows include: Arrange for disposal of hazardous wastes, Arrange to package and transport hazardous materials, Fume hood emptied and cleaned, Identify and dispose of any controlled substances, Arrange to update myLab inventory information, Remove all hazard signage.

General condition of laboratory facilities (i.e. housekeeping, presence of lab equipment and their function): Completed by EHS personnel.

Three horizontal lines for signature or notes.



***Radiation Decommissioning***

<i>Requirement</i>	<b>Required (Y/N)</b>	<b>Date completed</b>	<b>Reviewed by RSO</b>
<i>Dispose of radioactive waste as per McGill HWM requirements</i>			
<i>Prepare nuclear substances for move or disposal</i>			
<i>Perform wipe tests on all surfaces, equipment and furniture used for or in close proximity to radioactive materials and submit results to RSO</i>			
<i>Remove all radiation warning labels, signs, internal radiation permit &amp; the CNSC lab classification poster, plus update/remove Lab Info Card</i>			
<i>Contact RSO to update the Internal Permit</i>			
<i>Turn over the Radiation Log Book to the RSO</i>			

Other information pertinent to the decommissioning (if applicable)

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***Biosafety Decommissioning***

	<b>Required (Y/N)</b>	<b>Date completed</b>	<b>Reviewed by BSO</b>
<i>Remove biohazardous materials</i>			
<i>Decontaminate work surfaces</i>			
<i>Contact EHS Biosafety Officer to update certificate</i>			
<i>Decontaminate equipment (attach a <a href="#">certificate of decontamination</a> to the equipment)</i>			
<i>Remove all Biosafety signage and update/remove lab info card</i>			

Equipment for decontamination:

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Laser Decommissioning

	Required (Y/N)	Date completed	Reviewed by LSO
Remove to dispose Laser			
Remove to store or donate Laser (Please explain below)			
Arrange disposal of laser with LSO			
Decontaminate equipment and attach a <a href="#">certificate of decontamination</a> to the equipment, plus submit a copy to the EHS Laser Safety Officer			
Contact EHS Laser Safety Officer to update/cancel the permit			
Remove all laser safety signage and update laboratory info card			

Other information pertinent to the decommissioning (if applicable):

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EHS Recommendations

Partial or Complete decommissioning is completed, all items have been addressed with satisfaction, and a signed letter has been issued

Decommissioning is incomplete, items or questions # remain incomplete & require immediate attention.

Responsible EHS Officer:

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

- Category: \_\_\_\_\_
- (Check type)
- EHS Radiation Safety Officer \_\_\_\_\_
  - EHS Biosafety Officer \_\_\_\_\_
  - EHS Officer \_\_\_\_\_
  - EHS Laser Safety Officer \_\_\_\_\_
  - EHS Hazardous Materials Officer (myLab Administrator) \_\_\_\_\_
  - Other (Specify) \_\_\_\_\_



***Principal Investigator declaration***

I, \_\_\_\_\_, as the Principal Investigator/Laboratory Supervisor in charge of the laboratory (ies) at room(s) \_\_\_\_\_ in the \_\_\_\_\_ building having occupied this lab since \_\_\_\_\_. Attest to that we have vacated our lab; decontaminated work surfaces, and removed all equipment, furniture and hazardous materials from the facility. In addition, the myLab account (Chemical, Radiation, and Biological & Laser Permits) was updated and/or closed.

To the best of my knowledge we have not left any hazardous materials behind and

There is no reason to believe that there are any residues or contamination that could present a danger to the renovators or future occupants of the facility.

Potential contaminants exist that are beyond our ability to decontaminate are listed below (e.g. Mercury spills or discharges into the drain that needs to be checked, Procedures involving the heating of concentrated perchloric acid solutions).

Remaining Hazards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date