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		Revised By:	Ruth Blanchette

I. SCOPE

The following procedure must be implemented by any principal investigator, researcher or instructor who is decommissioning a laboratory, laboratory area or laboratory equipment. Decommissioning is required prior to leaving the University, relocating or renovating a laboratory. It is also required prior to relocating laboratory equipment or sending laboratory equipment for disposal, repair, maintenance or calibration.

II. RESPONSIBILITIES

Department Chair or Designate

- Ensure Principal Investigators are aware and compliant with the Laboratory and Equipment Decommissioning Standard Operating Procedure, this document.
- In the event of a project involving the decommissioning of laboratories or multiple PIs laboratories the department will designate a responsible person to oversee the decommissioning.
- The department will absorb the cost of any non-compliance with this Standard Operating Procedure, for example leaving the lab in a contaminated state or abandoning hazardous materials

Principal Investigator (PI) or Responsible Person

- Implements the decommissioning as laid out in the Laboratory and Equipment Decommissioning Standard Operating Procedure.
- Notify Environmental Health and Safety of the plans to vacate the laboratory or decommission a piece of equipment at least 4 weeks prior to vacating the laboratory.
- Ensure all hazardous waste materials and unwanted/old hazardous products are inventoried and collected by Hazardous Waste Management for disposal.
- All remaining hazardous materials must be transferred to a new location or to another Principal Investigator.
- Notify Environmental Health and Safety when all hazardous materials have been disposed or transferred to another Principal Investigator or new location.
- Ensure all equipment and surfaces are left in a condition that is safe for re-occupancy or removal from the laboratory, and affix a “safe to remove” equipment tag
- Ensure the staff performing the decommissioning are adequately trained.
- In accordance with the federal regulatory bodies, maintain all documentation related to the laboratory or equipment decommissioning and provide to the department prior to departure.
- Update myLab account.
- Complete the signed PI declaration found in the Laboratory Decommissioning Checklist.

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Environmental Health and Safety

- Assign an Environmental Health and Safety Officer to advise the lab occupants during the decommissioning process. The EHS Officer will be assigned based on the hazardous materials present in the laboratory.
- Inactivate or modify the myLab, BIO, RAD and Laser permits as applicable.
- Issue a decommissioning letter once the decommissioning is complete.

III. PROCEDURE

Four weeks prior to Closure

- The Principal Investigator (PI) notifies EHS of the laboratory closure and decommissioning or equipment decontamination.
- EHS will open a HEAT ticket in the name of the PI responsible for the decommissioning or the responsible person designated by the Department Chair as follows:
 - Event type - Service Call,
 - Issue - Lab Safety,
 - Item – Decommissioning
- EHS Operation Manager assigns an Officer to advise the PI as to the decontamination needs. If necessary, EHS Officer(s) and PI will meet to determine the requirements for decommissioning, depending on the hazards present and create a plan for the proper decontamination of any laboratory surfaces and equipment. The Lab Decommissioning Checklist (EHS-FORM-085) will be reviewed and any additional decommissioning requirements identified. If the closure is for renovations, the Facilities Management and Ancillary Services Project Manager should be involved in the initial survey.
- PI will prepare for the redistribution or disposal of hazardous materials and any decontamination of the lab as detailed in the form Laboratory Decommissioning Checklist.
- PI will co-ordinate with Hazardous Waste Management for the removal of hazardous materials and waste. Refer to the Hazardous Waste Management website for disposal guidelines.

Two Weeks Prior to Closure

- PI will ensure all equipment to be removed from the laboratory has been decontaminated according to the Lab Decommissioning Checklist (EHS-FORM-085) and a Certificate of Decontamination (EHS-FORM-037) has been completed and “safe to remove” (EHS-FORM-107) tag affixed to the front of the equipment. A PDF copy of the certificate must also be sent to Hazardous Waste Management.

Just before closure

- EHS will complete a walk-through with the PI or a designate to verify all hazards have been removed or safely stored and all hazard signage has been removed.
- EHS will issue a Decommissioning Letter (EHS-FORM-088) to the PI, with all stakeholders copied as necessary (i.e. Department Safety Chair, Project Management, etc.)

Closure (when space has been vacated)

- All documentation will be entered in HEAT

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After Closure

- EHS will terminate or transfer rooms on all hazardous materials permits in myLab. The HEAT reference number should be included in the comments section of the permit.

IV. RELATED DOCUMENTS

- EHS-FORM-037 – Equipment Decontamination Report
- EHS-FORM-085 – Lab Decommissioning Checklist
- EHS-FORM-088 – Decommissioning Letter for Lab
- EHS-FORM-107 – Safe to Remove tag

V. REFERENCES

- Public Health Agency of Canada, *Canadian Biosafety Standards, 2nd edition*. (2015).
- Public Health Agency of Canada, *Canadian Biosafety Handbook* (2015).
- McGill Hazardous waste disposal guidelines: www.mcgill.ca/hwm/guidelines
- McGill Laboratory Safety Manual: <https://mcgill.ca/ehs/laboratory/lab-safety-manual>
- McGill Biosafety Manual: https://mcgill.ca/ehs/files/ehs/biosafety_manual_ehs-smn-001_v1.1.pdf
- McGill Radiation Safety Manual: (Version 6 or 7?)
https://mcgill.ca/ehs/files/ehs/radiation_manual_with_appendices_version_6.0.pdf

VI. REVISION HISTORY

Revision #	Date	Responsible Person	Description of Change/Amendment
1.0	4-Jul-12	Joseph Vincelli	Initial SOP
2.0	23-Sep-20	Joseph Vincelli	Update SOP template, define responsibilities, add references & set a timeline for decommissioning activities.