

## **MNI Laboratory Safety** (version March 2025)

### **Procedures for Decommissioning and Commissioning of Neuro Laboratories**

Upon awareness of upcoming changes in laboratory assignments (new investigators, leaving investigators, moving investigators), the Building Director (Franco Niro), in communication with the Director's Office Administrative Coordinator will notify:

- 1) Chair of the Neuro Laboratory Safety Committee ([labsafety.mni@mcgill.ca](mailto:labsafety.mni@mcgill.ca))
- 2) Radiation Safety Officer, Dr. Mario Badillo 398-2245 [mario.badillo@mcgill.ca](mailto:mario.badillo@mcgill.ca);
- 3) [Centre for Neurological Disease Models](#) (if relevant)

The Chair of Lab Safety and the Radiation Safety Officer (or designates) will contact the investigator to determine use of chemical, biological or radiological materials and point him/her to the responsibilities and necessary procedures.

The Building Director, Chair of MNI Safety Committee, and Radiation Safety Officer (if relevant) will meet with the investigator.





The Chair of Lab Safety and the Radiation Safety Officer (if relevant) will assist the investigator with notifying the relevant authorities and establishing/transferring/disposing of inventories (*e.g.*, EHS management, myLab administrator, biosafety officer).

The investigator will follow the appended checklist and sign-off procedure.

In the case of decommissioning, the Building Director with the Chair of Lab Safety and Radiation Safety Officer (as appropriate) will inspect the laboratory to verify the decommissioning and **contact McGill EHS for final inspection.**

The administrative assistant for the Lab Safety Committee will update the lists of PIs, Lab Safety Reps, their contact information and room assignments.

McGill Documents for Lab Decommissioning [Lab Decommissioning Documents | Environmental Health and Safety - McGill University](#)

-  [Certificate of Equipment Decontamination](#)
-  [Lab Decommissioning Checklist](#)
-  [Lab Decommissioning SOP](#)
-  [Safe to Remove Tag](#)

## A. Decommissioning

### Radiation Decommissioning

- Communicate with the Radiation Safety Officer (RSO) Dr. Mario Badillo 398-2245 [mario.badillo@mcgill.ca](mailto:mario.badillo@mcgill.ca) to ensure proper documentation and procedures.
  - Dispose of radioactive waste
  - Prepare nuclear substances for move
  - Perform normal wipe test, enter results in Log Book, and submit a copy of the results to RSO
  - Perform wipe tests on equipment or furniture used for or in proximity to radioactive materials, submit results to RSO
  - Remove labels, signs, internal permit & CNSC lab classification poster
  - Final survey by RSO
  - Contact RSO to change location on the Internal Permit

### Biohazards

- Dispose of or move biohazardous materials
- Decontaminate work surfaces and equipment (*e.g.* biological safety cabinet)
- Contact EHS [Biosafety Officer, Christina Jarabek \(christina.jarabek@mcgill.ca\)](mailto:christina.jarabek@mcgill.ca), to change location on certificate

### Chemicals

- Dispose of hazardous wastes
- Package and transport lab chemicals to new location – TDG legislation applies if public roads involved
- Check for residues or emissions
- Fume hood for perchlorates if perchloric acid was used
- Drains and traps for garbage

### Controlled Products

- Transfer SDS and inventory information

### Lab Equipment

- [Certificate of decontamination for equipment](#) must be filled out whenever moving equipment (relocation, sending for repair, disposal, etc.)
- All lab equipment for disposal, other than IT (see below) must be coordinated with McGill Waste Management (HWM) for pickup directly from your laboratory. All request for waste pickup including e-waste, old lab and electronic equipment should be made through myLab according to instructions at [Waste management requests and forms | Hazardous Waste Management - McGill University](#) Note: fridge/freezer disposal may require a FOAPAL for the removal of the Freon.
- If your lab equipment has a McGill TAG, you must first notify Neuro IT ([itsupport.neuro@mcgill.ca](mailto:itsupport.neuro@mcgill.ca)) of the disposal so that they can update the database and remove the equipment from McGill's inventory.
- Advise EHS of transfers of biological safety cabinets, lasers, and radiation emitting

devices (e.g. X-ray machines).

### **Computers and other IT equipment**

- Decommission through Neuro IT Services ([itsupport.neuro@mcgill.ca](mailto:itsupport.neuro@mcgill.ca)). Take items for disposal to their office at Lyman Duff RM A12 – no appointment necessary.

**Policy re transfer of tagged equipment** valued at \$10,000 CAD (or \$5,000 U.S.D. for purchases on US federal grants).

<https://www.mcgill.ca/financialservices/channels/news/research-asset-management-phase-2-management-and-disposal-used-and-end-life-ueol-research-equipment-267914>.

Researchers who wish to decommission equipment for sale or donation, relocate equipment to another institution (including to an affiliated research institute) or to another McGill faculty member, or recycle equipment for whatever other purpose, must contact [info.osr@mcgill.ca](mailto:info.osr@mcgill.ca). All research assets under \$10,000 can be decommissioned or reallocated locally, but Neuro IT will need to be notified of the decommissioning or reallocation so that our Asset Database can be updated with the new location and new owner information. This is especially important for all McGill Tagged equipment.

### **Other**

- Remove/dispose of/transfer to another investigator all unregulated products including research products, old bottles, etc.
- Any remaining general lab supplies such as glassware, etc. must be clean, organized and in good repair

### **Sign-off (See section C)**

- From PI attesting to the fact that they have left the lab in a safe state and to advise if they believe there may be any contamination to be addressed.
- Final inspection by EHS/consultant to verify there are no leftover hazardous materials or evidence of hazardous contamination
- Remove lab information card; send old card to EHS
- From EHS/project manager/consultant that all abovementioned steps have been followed and the lab is safe for release

## **B. Commissioning**

### **General Lab Commissioning**

- Contact the Chair of the MNI Safety Committee ([labsafety.mni@mcgill.ca](mailto:labsafety.mni@mcgill.ca))

### **Radiation Commissioning**

- Contact RSO to update permit to show new location
- Install labels, signs, and CNSC lab classification poster
- Verify and update inventory

### **Biohazards**

- Contact EHS Biosafety Officer to change location on certificate
- Certify biological safety cabinet

### Chemicals

- Establish or update myLab account with EHS (conduct orientation session with MNI Lab Safety Chair and EHS if new to McGill; contact myLab officer at EHS if changing location)
- Store chemicals in appropriate locations

### Controlled Products

- Update inventory and any licenses

### Equipment

- Arrange for recalibration and recertification of equipment where applicable (*e.g.*, biological safety cabinets, fume hoods, autoclaves, etc.)

### Other

- Install lab information card
- Install other relevant signage including first aid kit
- Ensure access to first aid supplies
- Identify local first-aid providers
- Verify emergency plans

## C. Sign-off

The PI or Lab Supervisor must write a letter/email to the Building Manager, copied to the Chair of the Lab Safety Committee, Radiation Safety Officer (if relevant) and Director of the Centre for Neurological Disease Models (if relevant)

Text of Sign-off letter to Facilities Management [facilities.neuro@mcgill.ca](mailto:facilities.neuro@mcgill.ca):

I am the (choose one) Principal Investigator/Laboratory Supervisor in charge of the laboratory(ies) (insert room number (s)and building pavilion). As of (insert date) we have vacated our lab, decontaminated work surfaces, and removed all equipment, furniture and hazardous materials from the facility. To the best of my knowledge, we have not left any hazardous materials behind nor is there any reason to believe that there are any residues or contamination that could present a danger to the renovators or future occupants of the facility.

NB. If there is any possibility of contamination, please describe. *e.g.*, have there been any mercury spills or discharges into the drain that needs to be checked? Has anyone in the lab ever conducted procedures involving the heating of concentrated perchloric acid solutions?