

MNI Laboratory Safety (version September 2023)

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 (Frank Nero), in communication with the Director's Office Administrative Coordinator will notify:

- 1) Chair of the MNI Safety Committee (labsafety.mni@mcgill.ca)
- 2) Radiation Safety Officer, Dr. Mario Badillo 398-2245 mario.badillo@mcgill.ca;
- 3) Administrative Assistant to the MNI Safety Committee (labsafety.mni@mcgill.ca; Linda Michel)
- 4) [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.

See **checklist** on next page...

Laboratory Decommissioning and Commissioning Checklists

(adapted from McGill EHS form: [Microsoft Word - EHS-FORM-085_v.1.0_LabDecommissioningChecklist.doc \(mcgill.ca\)](#))

A. Decommissioning

Radiation Decommissioning

- Communicate with the Radiation Safety Officer (RSO) Dr. Mario Badillo 398-2245 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), 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

Equipment

- [Certificate of decontamination for equipment](#) must be filled out whenever moving equipment (relocation, sending for repair, etc.)
- In case of disposal fill out the certificate of decontamination, then make an [online](#) request to move the equipment near room A12 at the Duff where McGill Waste Management will pick it up
- Advise EHS of transfers of biological safety cabinets, lasers, and radiation emitting devices (*e.g.* X-ray machines)

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

- 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)

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

- 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, 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
- Test and certify fume hoods\

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 from

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?