

FactSheet Lab Decommissioning

It is not uncommon for research groups to relocate from one lab location to another in the same building, to a different lab building, or to a new institution. In each case, it is necessary for the vacated lab to be decontaminated and decommissioned prior to reassignment.

STEP-BY-STEP INSTRUCTIONS

1

Remove hazardous materials.

Remove all chemicals; controlled substances; biological agents; radioisotopes; and compressed gas cylinders; prior to decommissioning. Coordinate waste disposal with EH&S at least 21 days prior to the move. **NOTE:** Some materials may qualify for transfer of ownership; contact EH&S for more information.

2

Remove stored items.

Remove all glassware; apparatuses; empty containers; etc. Storage areas, cabinets, and fume hoods must be completely emptied prior to decommissioning.

Clean and decontaminate.

Clean and decontaminate all laboratory surfaces (e.g., lab bench tops, fume hoods, biosafety cabinets, and chemical storage areas) with warm, soapy water.

Continued cleaning and decontamination may be necessary for the following:

3

- Biologicals – Decontaminate with 1:10 bleach solution or other suitable disinfectant.
- Radioisotopes – Ensure that radioactivity is at or below levels specified in the university's Radiation Safety Manual. Document removal of surface contamination with wipe tests.
- Biosafety Cabinets (BSC) – BSCs, tissue culture hoods, and glove boxes used for potentially infectious materials must be decontaminated by a certified contractor. Additionally, these must be re-certified after re-location.
- Equipment – Decontaminate all accessible surfaces.

What I need to know...

- Remove all hazardous materials from the area for relocation, redistribution, or disposal. Contact EH&S for more information.
- Remove all stored items and equipment.
- Decontaminate all lab surfaces and equipment. Additional cleaning and decontamination may be needed.
- Contact the Office of EH&S for a decommissioning inspection.

4

Schedule an inspection.

Contact the Office of EH&S to schedule a decommission inspection.

5

Receive a decommissioning certificate.

EH&S will issue a decommissioning certificate to the PI and department office. It will post a copy prominently displayed in the decommissioned area.



References

[EH&S Move or Close a Lab web page](#)