SHEP 31 Laboratory Decontamination / Decommissioning Procedure

**Procedure for Laboratory Clearance**

When vacating a laboratory permanently or during major refurbishment, it is necessary to leave the laboratory area and any offices in a safe condition for occupiers, cleaners, building contractors or others who may have to work in them subsequently. This requires approved decontamination procedures to be carried out on items such as benches, floors, waste pipes, local exhaust and ventilation systems etc.

All **chemicals**, **biological agents**, **clinical samples**, and **radioactive materials** (substances) must be removed. This may require temporary storage in alternative laboratories as agreed at a local level. Alternatively, these items may require disposal through the correct waste stream (<https://portal.sgul.ac.uk/archive/waste-management>).

To allow the orderly decommissioning of areas it is essential that a timetable for the removal and relocation of equipment and substances be drawn up. This must be realistic and achievable with adequate time dedicated to the decommissioning process. Things to consider are:-

* Equipment to be moved
* Equipment to be disposed
* Chemicals to be moved
* Chemicals to be disposed
* Biological agents to be moved
* Biological agents to be disposed of
* Controlled drugs to be moved
* Controlled drugs to be disposed of
* Open or sealed sources to be moved
* Open or sealed sources to be disposed of
* Decontamination procedures completed where appropriate.

**Waste streams**

Specific waste disposal stream exist for the following materials.

*Radionuclides (open and sealed sources)*

The local rules must be followed and SHEP 35 the radionuclide disposal form must be completed. The SHE Advisor (Colin Sandiford) must be notified.

*Chemicals*

The chemical waste disposal spreadsheet must be completed and sent to the SHE office.

*Controlled Drugs*

Professor Mark Fisher must be notified if any controlled drugs are being disposed of.

**Line Manager duties**

It is the duty of the Head of Institute whose staff are vacating an area of the University to:-

* liaise with the appropriate Project Manager and other Estates staff in the preparation of a timetable for clearance of the area.
* liaise with other relevant departments to ensure timely relocation/ disposal / decontamination of the laboratory / office area and equipment. This may include:-

liaising with the SH&E office for the removal of waste chemicals

liaising with Colin Sandiford the SGUL SHE Advisor regarding Open or sealed sources.

liaison with Estates and Facilities Helpdesk to facilitate site services assistance in the removal of larger items

* provide, or arrange for provision of, information concerning any procedures or activities carried out in the laboratory which might require special decontamination or cleaning measures to be taken e.g. use of radiochemicals, carcinogens, pathogenic organisms, genetically modified organisms, toxins or human tissue samples..
* The following form should be completed electronically. A copy should be:-

kept at locally within the Institutes

forwarded to the laboratory managers

forwarded to the SHE Advisor (Colin Sandiford) where radionuclides are involved

forwarded to Ashraf Sameja or Penny Lympany regarding Human Tissue

forwarded to the appropriate Project Manager

forwarded to the SH&E office (health@sgul.ac.uk)

**Decontamination Form**

|  |  |
| --- | --- |
| **Laboratory Number:** | **Institute:** |
| **Completed by:** | **Extension No:** |
| **e-mail:** | **Date:** |

**Hazardous Materials:**

Please indicate and list details if any of the following materials were used or stored in the laboratory or area:

| **Hazardous material** | **If “ Yes“ please list below** | **No** |
| --- | --- | --- |
| **Radioactive substances (sealed or open sources) and associated equipment:** |  |  |
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| **Biological agents**: |  |  |
| **Hazard Group 2 or 3 Biological Agents:** |  |  |
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| **Class 2 or 3 Genetically Modified Organisms:** |  |  |
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| **DEFRA licensed animal(SAPO) or plant pathogens:** |  |  |
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| **Human or animal tissues or samples:** |  |  |
| **Human blood / blood products** |  |  |
| **Human excretions** |  |  |
| **Human secretions** |  |  |
| **Animal blood** |  |  |
| **Animal blood products** |  |  |
| **Animal excretions** |  |  |
| **Animal secretions** |  |  |
| **Chemical Agents:** If yes please submit the chemical waste list [form](https://portal.sgul.ac.uk/she/word_docs/chemical-waste-disposal-form-2014.xlsx) | | |
| **Controlled Drugs:** |  |  |
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| **Cylinders of compressed gas:** |  |  |
| **Non-flammable & non-toxic gas** |  |  |
| **Flammable gases** |  |  |
| **Toxic gases** |  |  |
| **Decontamination:** | **If “Yes” please indicate method below.** | **If “No” state reasons why.** |
| **Has fume cupboard been appropriately decontaminated?** |  |  |
| **Have microbiological safety cabinets cupboard been appropriately decontaminated?** |  |  |
| **Has the laboratory the fittings, furniture and equipment been appropriately decontaminated?** |  |  |
| **Has a decontamination form been affixed to all equipment for disposal?** |  |  |