McGill University-EHS

Laboratory Decommissioning and Commissioning Checklists

A. Decommissioning

- Radiation Decommissioning
  - 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
  - Remove biohazardous materials
  - Decontaminate work surfaces and equipment (e.g. biological safety cabinet)
  - Contact EHS Biosafety Officer to change location on certificate
- Chemicals
  - Arrange for disposal 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 mercury vapour
- Controlled Products
  - Transfer MSDS and inventory information
- Equipment
  - Certificates of decontamination for equipment
  - Advise EHS of transfers of biological safety cabinets, lasers, and radiation emitting devices (e.g. X-ray machines)
- Sign-off
  - From PI attesting to the fact that he/she has 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. <u>Commissioning</u>

- Radiation Commissioning
  - Contact EHS 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
  - Update MSDS collection
- Equipment
  - Arrange for recalibration and recertification of equipment where applicable (e.g. biological safety cabinets, autoclaves, etc.)
- Other
  - Install lab information card, copy to EHS
  - Ensure access to first aid supplies
  - Ensure adequate number of first-aiders are trained
  - Verify emergency evacuation plans
  - Appoint emergency evacuation monitors
  - Test and certify fume hoods

Text of sign-off letter from PI's or Lab Supervisors:

I am the (choose 1) Principal Investigator/Laboratory Supervisor in charge of the laboratory(ies) (insert room number and building name) here and have occupied this lab since (insert date here). We have vacated our la, 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?