

FoM Lab Decommissioning Procedure

Office of Accountability:	Research and Graduate Studies
Office of Administrative Responsibility:	Chief Operating Officer
Approver:	Space Committee
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Overview

Principal Investigators in the Faculty of Medicine (FoM) are accountable for the laboratory space provided to them and for following the rules and regulations that apply for each permit held for the laboratory space. When vacating, relocating, or renovating a laboratory space, Principal Investigators are required to assure proper laboratory decommissioning has been conducted (i.e. all laboratory equipment, fixtures, furniture and space are properly cleaned and decontaminated). Proper laboratory decommissioning is an important component of laboratory safety as it ensures the safe and standardized transition in laboratory occupancy. The FoM created a Laboratory Decommissioning Procedure to help facilitate this process.

Purpose

To guide the process for laboratory closure when a Principal Investigator is vacating, relocating, or renovating a laboratory space.

Scope

This procedure applies to:

- FoM laboratories that use chemicals, radioactive materials, biologicals, human pathogens, controlled substances, compressed gases, large equipment, mercury containing monitors;
- ancillary research spaces (e.g., cold rooms, freezers in hallways) that are common/shared space.

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Procedure

- A.0. Six (6) months prior to a Principal Investigator's departure from their laboratory and ancillary research space, including office space, the Principal Investigator is to:
- A.1 Notify the FoM Manager of Medical Laboratories, appropriate EHS personnel based on the laboratory permits held, and the Facilities Coordinator-HSC of the laboratory departure date;
 - A.2 Begin the process of completing the [Laboratory Decommissioning \(LSMS F1-R1\) form](#) to ensure hazardous materials have been properly labelled and prepared for disposal or assigned to other laboratory personnel.
 - A.2.1 Proper disposal or transfer of all hazardous materials is the responsibility of the Principal Investigator who is vacating their laboratory and any ancillary research space.
 - A.2.2 No research materials are to be left behind in the laboratory or any ancillary research space.
 - A.3 Complete an inventory of laboratory equipment ([Laboratory Equipment Register](#));
 - A.4 Follow the Laboratory Equipment and Furniture Release Procedure and complete the Laboratory Equipment and Furniture Decontamination Form.
 - A.5 Coordinate the removal of personal material (at their own expense).
- B.0. A Principal Investigator must abide by the [Memorial Tangible Assets Administration Policy](#) and its relevant procedures for the:
- B.1 disposal of laboratory equipment and other tangible assets;
 - B.2 removal of laboratory equipment and other tangible assets from the university premises.
- C.0. Principal Investigators are responsible for the costs associated with a laboratory relocation outside of Memorial.



Faculty of Medicine

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Related Links

[Laboratory Safety at Memorial](#)

[Laboratory Safety Manual](#)