Laboratory Decontamination and Decommissioning Policy and Procedures

Office of Environmental Health and Safety

July 2018

1. Purpose and Scope

1.1 It is the policy of Cleveland State University that laboratory decommissioning take place prior to the re-certification or relocation of any
laboratory space or upon vacating laboratory space or leaving either institution. Notifying in writing to the Office of Environmental Health and Safety (EHS) prior for intensions to decommission, relocate or move is needed.

1.2. This policy is intended to minimize research and clinical lab downtime due to moving of a laboratory, and to protect contractors, laboratory personnel, and any other personnel involved in the process from laboratory hazards.

1.3. This policy applies to all Cleveland State University employees and tenants occupying laboratory space within Cleveland State or Cleveland State University buildings.

2. Definitions

2.1. "Abandoned Laboratory". A laboratory that is left vacant by a Lab Supervisor or Laboratory Safety Coordinator and his/her laboratory staff, and has laboratory materials (biological, chemical, radioactive), equipment or waste that has not been disposed of.

2.2. "Biological Materials". All human, plant and animal pathogens; all human blood, blood components and products, tissues and body fluids; all human and animal cultured cells; all infected animals and animal tissues; all cultures/stocks of biological agents including recombinant DNA materials; and all biological toxins. Also includes biomedical waste and physically dangerous (sharp) waste.

2.3. "Decommissioning". The process whereby a Lab Supervisor or Laboratory Safety Coordinator and his/her laboratory staff decontaminate/decommission existing laboratory space and make a clinical or research laboratory safe prior to vacating the space.

2.4. "Decontamination". The process whereby the Lab Supervisor or Laboratory Safety Coordinator and his/her laboratory staff clean and disinfect laboratory surfaces and equipment so they are safe to handle.

2.5. "Hazardous Materials". Substances which have hazardous characteristics such as:

vacating the laboratory. All laboratory equipment must also be decontaminated, regardless of whether it is remaining in the laboratory, being moved to a new laboratory or being disposed.

5.3.2. Fume hoods must also be decontaminated by a certified contractor. Contact

the appropriate administrative personnel that the decommissioning has been performed or begun. Upon receipt of the completed information, EHS will contact the Lab Supervisor or Laboratory Safety Coordinator to schedule a tour of the laboratory to confirm the decommissioning activities and deem the area “cleaned”. Equipment must be moved or disposed of. If hazardous, radiation or infectious waste needs to be removed, EHS will contact

absorbent materials, sealable plastic or plastic-lined boxes, labels (e.g. Fragile, Universal Biohazard, ID, location, and associated hazard), sturdy tape, and spill kits should be readily accessible. Contact EHS for assistance if spill kit supplies are needed before project (EHS has limited supplies). Any special supplies will be purchased at a cost to the department. Each container or piece of equipment must be labeled. Labels must identify the agent, hazard and necessary precautions.

5.5.2. The Lab Supervisor or Laboratory Safety Coordinator is responsible for establishing safety and emergencyprocedures for all phases of the move. Potential emergencies include material spills, fires, slips and falls, and cuts. Protective clothing and spill absorbent materials must be available during packing, moving, and unpacking.

5.6. Packing and Moving Laboratory Chemicals

5.6.1 In order to minimize the amount of chemicals that need to be packed and moved, new chemicals should be ordered only as necessary and in small quantities. Laboratory personnel should plan in advance to minimize the inventory of liquid volume and weight of materials being moved. In addition, reduction of active materials should be planned the week prior to the move.

5.6.2 In most cases, laboratory chemicals must be packed and or removed by an outside contractor approved by EHS. Prior to the packing and or removing, laboratory personnel are responsible for labeling each chemical container with the chemical identity. If needed, EHS will contact the current waste hauler for remove or relocation and receive a quote for the process and have respected department incur such costs for removal.

5.6.3 Compressed gas cylinders that are to be moved must have regulators removed and caps secured prior to moving. If possible, have old tanks collected by the vendor prior to move and arrange for future tanks to be delivered to the new locations.

5.6.4 Thermometers must be removed from refrigerators, water baths, and incubators prior to equipment moving. Mercury thermometers must be disposed of as hazardous waste. Contact EHS for additional information.

5.6.5 Oil must be trained from pumps, baths and other equipment.

5.7.

body fluids; all human and animal cultured cells; all infected animals and animal tissues; all cultures/stocks of biological agents including recombinant DNA materials; and all biological toxins. Contact EHS for additional information.

5.7.2. Proper Packaging consists of a primary sealed container placed within a secondary sealed,

Appendix A

Office of Environmental Health and Safety

14. Any areas that were impacted from a spill of chemicals, biological agents or radioactive materials have been identified to EH&S and decontaminated. **Yes/No**_____

15. Any areas or equipment that have been cleaned have been tagged with the appropriate warning labels and identified to EH&S and decontaminated. **Yes/No**_____

Lab Supervisor (i.e., Principal Investigator) Date

Dean/Chair Date

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Chemical Safety

Assess storage capacity for hazardous materials. Obtain approved storage cabinets as needed for flammable liquids (including flammable liquid w[illegible]ed [illegible]ia f [illegible]at.0.518 0 Mn860 TdTj -0.002 Tc 0.002 Tw