

## STANDARD ADMINISTRATIVE PROCEDURE

### 24.01.01.M4.04 Laboratory Decommissioning Procedure

*Revised October 14, 2009*

*Revised January 11, 2013*

*Revised June 5, 2018*

*Next Scheduled Review: June 5, 2023*

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#### Standard Administrative Procedure Statement

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This laboratory decommissioning procedure applies to all laboratories and auxiliary spaces serving as laboratories that are on Texas A&M University's campus (throughout the State of Texas and including Texas A&M University Health Science Center locations or other locations for which Environmental Health and Safety (EHS) or the Office of Biosafety are responsible as determined by MOU).

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#### Definitions

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Decommissioning: the process of verifying that laboratory equipment, chemicals, and waste have been removed from the laboratory; that remaining equipment and countertops have been decontaminated; and that the laboratory is ready for new occupants. This definition includes the process of releasing laboratory equipment to Texas A&M University Surplus, or for moving the equipment on public roads.

Laboratory: defined as a space where research, diagnostic, or teaching is conducted and where any quantity of hazardous chemicals, biological materials, and/or radiological agents are used. This definition includes but is not limited to: 1) clinics and clinic support areas used for a healthcare facility which provides direct medical, veterinary, surgical, or dental advice, services, or treatment to patients; and 2) chemical and/or pharmaceutical store rooms, autoclave rooms, waste storage areas, service corridors, and diagnostics labs.

Equipment: defined as any appliance, tool, or furniture regardless of size originating from a laboratory as defined above. Equipment includes but is not limited to glassware, consumable lab materials, furniture, appliances, tools, and/or reusable personal protective equipment (PPE).

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## Official SAP/Responsibilities/Process

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### 1. GENERAL PRINCIPLES

#### 1.1. Laboratory Decommissioning

This procedure must be applied to the removal of hazards from laboratory spaces when the principal investigator (PI) is:

- leaving Texas A&M University
- moving to another building on campus, or
- relocating to another laboratory within the same building.

This procedure must also be applied to the removal of hazards from laboratory spaces undergoing general renovation.

When laboratories are vacated, all chemical, radioactive and biological materials, sharps and other wastes must be disposed or transferred in a proper manner.

All non-fixed equipment and supplies must be removed from laboratories for closeout or relocation. Laboratory equipment must be decontaminated before it is:

- removed from service,
- stored in another location, or
- disposed in a proper manner.

Working surfaces and storage locations must also be properly decontaminated.

#### EXCEPTIONS:

Laboratory spaces being taken over by new PIs who are satisfied with taking responsibility for the “as is” state of the laboratory and equipment within may document their willingness to accept responsibility and thus take ownership “as is.” Any transfer of hazardous materials between owners must be acknowledged by both parties to the transfer with specific permission and involvement of EHS or the Office of Biosafety as appropriate.

#### 1.2. Equipment Decommissioning

This procedure must be applied to the removal of hazards from equipment when the equipment is:

- part of a laboratory decommissioning process as defined above,
- removed from service and/or stored,
- leaving Texas A&M University,
- moving to another laboratory or building on any Texas A&M University campus, or released to Texas A&M University Surplus or otherwise disposed of in a proper manner.

### 1.3. Controlled Substances

Abandonment of a controlled substance is a violation of Federal regulations and University policies.

Controlled substances must remain with the Drug Enforcement Agency (DEA) license holder or be appropriately transferred to another DEA license holder. The transfer must be done via DEA regulations and all appropriate paperwork must be submitted to the DEA and maintained by both parties.

Appropriate disposal of controlled substances can be arraigned through EHS by the DEA license holder.

### 1.4. General

No hazardous materials shall be disposed of down drains or into the regular trash receptacles. Biohazardous materials not containing or contaminated with other hazards (e.g., radioactive materials, hazardous chemicals, or controlled substances) may be disposed of down drains or into regular trash receptacles after having first been subjected to an approved method of disinfection.

## 2. RESPONSIBILITIES

2.1 *Deans and Directors* are responsible for ensuring that all faculty members, researchers, and graduate students understand their responsibilities and that all procedures are adhered to when a faculty member, researcher, or graduate student leaves the University, transfers to a different department or laboratory, or decommissions laboratory equipment.

2.2 *Department Heads* are responsible for:

- Verifying that EHS and the Office of Biosafety have been notified when an investigator plans to vacate a laboratory.
- Ensuring principal investigators or responsible parties are aware of and follow the procedures contained in this policy.
- Paying all costs associated with decommissioning if this policy is not followed.

2.3 *PI or Laboratory Supervisor* is responsible for proper disposition of all hazardous materials used in laboratories. This includes:

- Making arrangements before leaving for the transfer or disposal of chemicals, radioactive materials, biological materials, and controlled substances.
- Submitting a request to terminate the IBC permit, if applicable.
- Ensuring that all labs, storage areas, equipment and work surfaces within these spaces are thoroughly cleaned before vacating the space(s).
- Ensuring that all equipment is decontaminated in the proper manner when decommissioned.

- Correcting all non-conformances that remain after a closeout inspection by EHS and/or the Office of Biosafety.
- Ensuring all decontamination work is performed by lab personnel with proper training.

2.4 *EHS* is responsible for:

- Consulting with the PI/Laboratory Supervisor prior to the laboratory closeout survey.
- Conducting the laboratory closeout survey.

2.5 *Office of Biosafety*:

- Consulting with the PI/Laboratory Supervisor prior to the laboratory closeout survey.
- Conducting the biosafety closeout survey.

### 3. PROCEDURES

#### 3.1 Laboratory Decommissioning

This process must be started at least three months before vacating the chemical-use room/laboratory to allow ample time to properly dispose of all materials.

EHS must be notified as soon as the PI or Laboratory Supervisor is informed that his/her lab will be closed or relocated. EHS will then schedule a consultation to ensure a successful laboratory decommissioning. Notification can be made as directed by EHS at their webpage for [Registering and Decommissioning Laboratories](#).

The PI or Laboratory Supervisor will use the [Laboratory Decommissioning Checklist](#) as a guidance document to help them prepare for the decommissioning inspection and to document completion of all parts of the process. All handling of hazardous materials shall be in accordance with proper procedures and regulations governing disposal or transport of hazardous materials. For additional information, contact EHS at 979-845-2132.

Once completed, the checklist should be signed and submitted to the user's Department Head and to EHS (via campus mail to MS 4472 or e-mail to [labsafety@tamu.edu](mailto:labsafety@tamu.edu)).

Upon receiving the completed checklist, EHS will schedule and conduct a laboratory decommissioning survey. This survey should be scheduled at least two weeks in advance of the lab closeout date. If biohazardous materials were in use in the lab, a staff member from the Office of Biosafety will also conduct a biological laboratory closeout survey. The checklist will be completed prior to vacating the space to ensure that all biohazards have been appropriately decontaminated and

disposed of properly. A copy of the completed checklist will be provided to the PI/Laboratory Supervisor, Department Head and EHS.

After conducting the decommissioning survey, EHS will complete the [Laboratory Decommissioning Clearance Authorization form](#), noting whether the decommissioning was successful. If any non-conformances are found, then they must be addressed by the PI/Laboratory Supervisor and a new survey scheduled. If the survey indicates successful decommissioning of the laboratory space and if EHS has received confirmation that the Office of Biosafety has completed their closeout procedures (when applicable), then this will be noted on the Laboratory Decommissioning Clearance Authorization, and a copy of the signed form will be provided to the department and the PI/Laboratory Supervisor.

If this procedure is not followed and the laboratory is not properly closed out, any costs incurred, including EHS staff time, disposal costs, fines, etc. will be charged back to the Department involved.

EHS and the Office of Biosafety acknowledge that a departmental policy towards cost recovery from the PI/Laboratory supervisor is under the purview of individual departments.

### 3.2 Equipment Decommissioning

This process, if not included in a Laboratory Decommissioning process, must be completed at least 1 day prior to relocation, storage, or disposition of the equipment.

Environmental Health and Safety (EHS) will provide consultation as needed to ensure a successful equipment decontamination. Notification can be made by email to [labsafety@tamu.edu](mailto:labsafety@tamu.edu) or by phone at 979-845-2132.

The [TAMU Equipment Decontamination Form](#) is to be completed prior to moving or releasing the equipment. All handling of hazardous materials shall be in accordance with proper disposal procedures and regulations governing disposal of hazardous materials. For additional information, contact EHS at 979-845-2132.

Once completed, the checklist should be signed and attached to the equipment and a copy maintained by the releasing party.

To the extent equipment is export controlled, the Export Control Office should be consulted prior to relocation, transfer or disposal. The Export Control Office may be contacted at [exportcontrols@tamu.edu](mailto:exportcontrols@tamu.edu) or 979-862-6419.

If this procedure is not followed and the equipment is not properly decontaminated, any costs incurred, including EHS staff time, disposal costs, fines, etc. will be charged back to the Department.

EHS and the Office of Biosafety acknowledge that a departmental policy towards cost recovery from the PI/Laboratory Supervisor is the purview of individual departments.

#### 4. METHODS

##### 4.1 Minimum Training Requirements

The minimum training required for persons performing the decontamination is:

- appropriate hazard training (e.g., hazard communication, biosafety, general radiation safety, etc.), and
- laboratory specific training on proper decontamination procedures.

##### 4.2 Minimum Personal Protective Equipment (PPE) Requirements

The minimum PPE to wear when decontaminating lab and/or clinic equipment shall be a lab coat, gloves, and chemical splash goggles. Additional PPE may be required depending upon contaminants and decontamination method(s) used.

##### 4.3 Decontamination of biosafety labs

All surfaces in and equipment originating from biosafety laboratories must be decontaminated with an appropriate disinfectant. All biohazards or materials potentially contaminated with biohazards (e.g., sharps, pipette tips, etc.) must be treated in accordance with TAMU Biohazardous Waste Disposal Guidelines prior to disposal

(<http://rcb.tamu.edu/biohazards/resources/biohazardous-waste-disposal-pdf>).

Appropriate choice of disinfectant may be determined by:

- referring to the approved IBC permit or laboratory SOPs,
- contacting the Office of Biosafety at [biosafety@tamu.edu](mailto:biosafety@tamu.edu), or
- referring to the EPA's website for selected registered disinfectants.

Appropriate use of disinfectants may be determined by:

- referring to the manufacturer's recommendation regarding concentration and contact time, and
- referring to the manufacturer's recommendation for removal of disinfectant residue where applicable.

Document the disinfectant used on the TAMU Equipment Decontamination Form.

Biological Safety Cabinets that are designated for surplus, or that will be disassembled for moving, must be decontaminated via paraformaldehyde treatment. Contact the Office of Biosafety for more information.

#### 4.4 Chemical Decontamination

Consult manufacturer recommendations for instructions on cleaning equipment surfaces.

Consult Safety Data Sheets (SDSs) for information on specific hazards and decontamination methods.

Equipment that contains oil or refrigerants (e.g. air conditioners or refrigerators) or has a water jacket must be properly drained of its contents prior to disposal. It is the owner's responsibility to make arrangements to have the equipment drained and to ensure chemicals are properly disposed. Contact EHS for guidance.

Contact EHS prior to draining oil suspected of containing polychlorinated biphenyl (PCB).

#### 4.5 Radiological Decontamination

Decontaminate any equipment that potentially came into contact with radioactive materials as appropriate per the TAMU Radiological Safety Program Manual and Radionuclide Laboratory Procedures Manual.

After decontamination and confirmation surveys are complete, contact the Radiation Safety Staff (RSS) to perform a follow-up survey and green tag the equipment.

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### **Related Statutes, Policies, or Requirements**

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*Supplements [System Policy 24.01](#) and [System Regulation 24.01.01](#)*

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### **Forms**

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[Laboratory Decommissioning Checklist](#)  
[Laboratory Decommissioning Clearance Authorization](#)  
[TAMU Equipment Decontamination Form](#)  
[TAMU Biosafety Lab Decommission Checklist](#)

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**Contact Office**

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[Environmental Health and Safety](#)

[Office of Biosafety](#)