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Laboratory Decommission Procedure

A. Regulations, Standards and References

**Regulations:**

40 Code of Federal Regulations §§ 260–262

Arizona Administrative Code R18–8–260 et seq.

**Consensus Standards and References:**

ANSI/ASSE Z9.11 – 2016 Laboratory Decommissioning

Arizona State University Hazardous Waste Accumulation Facility Emergency Contingency Plan

Arizona State University Chemical Hygiene Plan

Arizona State University Hazardous Waste Management Compliance Guidelines

 Arizona State University Universal Waste Compliance Guidelines for Electronic Lamps

 Arizona State University Biological Hazardous Waste Management Compliance Guidelines

 Arizona State University Biosafety Manual

BMBL: BSL-1, A5b, p. 31; BSL-2, A5b, p. 34; 1910.1030(d)(2)(viii)(C)

BMBL: BSL-1, A7, p. 31; BSL-2, A7, p. 34; NIH G-II-A-1-b; NIH G-II-B-1-b

BMBL: BSL-1, p. 32; A11, BSL-2, A11, p. 35; 1910.1030(g) (2)

B. Scope

1. This document provides appropriate guidelines for management, transfer and disposal of hazardous materials when a Principal Investigator or Researcher at Arizona State University relocates or if the laboratory is scheduled to close down. Failure to comply may result in scheduling delays and additional expenses.

2. Deviations from the Design Guideline must be reviewed and approved by EHS.

3. This document does not relinquish the owner or contractor from adhering to any and all applicable codes and standards for this project, requirements presented by the ASU Environmental Health and Safety (EHS), and including the requirements set forth in the ASU Design Guidelines.
C. Background

Arizona State University has comprehensive hazardous materials programs providing guidelines for the use, storage and management of hazardous materials. Additional programs are setup to address the management of biological and radioactive materials and their wastes. These are designed to ensure that hazardous materials and wastes are appropriately handled to protect human health and the environment as well as to comply with federal, state and local laws, rules and regulations.

D. Policy

Prior to laboratories being vacated, equipment, chemicals, biological and radioactive materials must me properly transferred, removed or disposed. This policy is designed to ensure the safety, prevent and minimize risk to the campus, cleaning and maintenance community who may enter the vacated facilities.

E. Notification and Close-Out Inspection

Notify

1. EH&S must be notified as soon as the move date is known to ensure proper scheduling, perform lab move assessment and lab close-out inspections.
2. EH&S will offer guidance and assistance to ensure that all hazardous material regulations are addressed and satisfied.
3. In the case of fume hoods that are being moved to a new location or permanently decommissioned, EH&S must be notified of the Fume Hood Tag # for inventory management or re-recommissioning procedures.

EH&S Shall:

1. Conduct a Lab Close-Out Inspection and/or Lab Move Assessment.
2. Assist the department or Principal Investigator in the identification of all hazardous materials and hazardous waste
3. Identify chemicals that are to be moved by either ASU movers or outside vendors, or that can be approved for self-move, and provide guidance to ensure safe movement
4. Pack and move remaining hazardous materials (EH&S fee for service will apply)
5. Provide assistance in the identification of hazardous waste and remove all chemical, biological, and radioactive waste.
6. Determine if known radioactive materials or heated perchloric acid was used in chemical fume hoods and that no contamination is present.

F. Guidelines

1. General Guidelines
   b. Always wear appropriate PPE for materials being transported and follow EH&S Guidelines for Chemical Hazardous Waste Transport.

2. Compressed Gas Cylinder Guidelines:
   a. All the compressed gas cylinders have to be handled by trained personnel only.
   b. The gas cylinders have to be removed from the laboratory space and returned to the gas supplier or the chemical stockroom.
   c. The cylinders owned by the laboratory may need to be moved to the new location.
   d. The gas cylinders have to be properly identified, labelled and the pressure regulators must be removed and protective valve caps installed before transportation.

3. Chemical Safety Guidelines:
   a. All the chemicals have to be properly identified and segregated based on compatibility and hazard class. The responsibility lies with the Principal Investigator, Researchers and the Department. EH&S does not accept unidentified chemicals.
   b. Hazardous chemical waste must be stored in appropriate containers for transport and disposal.

4. Fume Hood Guidelines:
   a. For all instances of hoods being disconnected from the building ventilation system, the safety of those involved is the responsibility of the project manager.
   b. When working on or dismantling fume hoods, universal safety precautions should be followed and personnel should always wear Nitrile gloves and safety glasses.
   c. If potential contamination is identified or if there is a persistent chemical odor in fume hood system, EH&S should be contacted for assistance.
   d. Maintenance on a roof: Since other exhaust systems from the building may be operational, respiratory protection may be required. Note: The use of respirators by ASU employees must follow the protocol established by the ASU Respiratory Protection Program.

5. Biosafety Guidelines:
   a. All the biohazardous materials or waste should be decontaminated properly; sharps should be collected in appropriate sharps containers and disposed through environmental health and safety. Ensure none of the hazardous waste is left in the laboratory.
   b. Moving or discarding, all materials including spills and other visible contamination must be removed by laboratory personnel.
   c. If any equipment was used to store or work with biological or biohazardous materials, all surfaces must be wiped with a 1:10 bleach solution prior to moving by Environmental
Services. EHS must be contacted for instructions if radioactive materials have been stored in the unit.

d. A biological safety cabinet may only be moved after decontamination and the cost of decontaminating the cabinet is the responsibility of the laboratory/researcher. Whenever a biological safety cabinet is moved, it must be re-certified prior to use.

e. If the refrigerator or freezer is to be discarded, in addition to the steps listed above, contact Facilities Management to place a work order to have the Freon removed from the compressor (inoperable units) or, ASU Surplus Properties (working units). The cost of Freon removal is the responsibility of the laboratory.

f. After completing the appropriate decontamination, contact the Biosafety office at EH&S to obtain a clearance to move or removal of the equipment.

6. Radiation Safety Guidelines:

Refer to the Radiation Inspection Checklist