University at Albany Policy for Laboratory Decommissioning

PURPOSE:

When laboratories at the University at Albany are vacated for whatever reason, the laboratory space must be left in a clean, safe condition for re-occupancy and subsequent research/teaching activities or for renovation purposes. This policy and the attached checklist are meant to assist Departments and Principal Investigators in efficiently and effectively decommissioning their laboratories.

SCOPE:

This policy applies to any individual, including a principal investigator, researcher, instructor or laboratory manager, who vacates or closes a laboratory. This includes leaving the University at Albany, relocating to another building, or relocating to a different laboratory in the same building. This policy also applies to Departments, in the event of the death, disability, retirement or other sudden vacating of a principal investigator, researcher, instructor, laboratory manager or other applicable individual in their department. When the principal investigator and/or lab manager is able to assist in the decommissioning process, it has been found that substantially less financial resources are required.

DEFINITIONS:

Laboratory Decommissioning: The formal deactivation of a laboratory to assure the safety of the space for re-occupancy or renovation. The Decommissioning Policy and Checklist must be followed in those locations where chemicals, toxins, bio-hazardous or infectious agents, human blood/body fluids, rDNA, controlled substances, radioactive materials or other hazardous materials, including Select Agents, were used or stored. This includes equipment that has been used in conjunction with the research or teaching activities.

Whenever possible, the decommissioning process involves a statement by the appropriate principal investigator, researcher, instructor or laboratory manager that the checklist has been completed and that the lab is clean and safe for re-occupancy or renovation. The Environmental Health and Safety Office (EH&S), the Department representative and Building Manager will inspect the lab after the checklist has been completed to ensure compliance with this policy.

Laboratory: A room, space or area, where chemicals, toxins, bio-hazardous or infectious agents, human blood/body fluids, rDNA, controlled substances, radioactive materials or other hazardous materials, including Select Agents, have been used or stored, either for research or teaching activities.
RESPONSIBILITIES:

Environmental Health and Safety Office

Facilitate the decommissioning process. Provide guidance, answer questions and if necessary, obtain quotes for chemical waste disposal.

Deans and Directors

Ensure that all principal investigators, researchers, instructors, laboratory manager or other applicable individuals under their jurisdiction are aware of and follow the procedures outlined in this policy.

Principal Investigator, Researcher, Instructor, Laboratory Manager, Department Designee or Other Applicable Individual

Notify the appropriate Department and Environmental Health and Safety Office of the intent to close/vacate a laboratory. Begin the process of completing the University at Albany Laboratory Decommissioning Checklist and assign a Lab Contact to serve as a liaison between EH&S, the department and building manager.

Department Chair

The Department Chair must ensure that the appropriate parties under his/her jurisdiction are aware of and follow this policy.

SUMMARY:

When laboratories are to be relocated, renovated, vacated or closed, they must be left in a clean, safe state for re-occupancy and subsequent research or teaching activities or for renovation purposes.

EH&S Policy – 6/13