

LAB DECOMMISSIONING FORM

Complete form prior to a lab/studio being reassigned, renovated or demolished. If a lab is not properly decommissioned prior to the outgoing laboratory supervisor leaving, all responsibility of decommissioning and costs occurred falls to the department under the supervision of the department chair.

Outgoing laboratory supervisor _____

Department _____

Location (building and room) _____

- Reason for decommissioning
- Left University (e.g., retirements, new job, illness)
 - Renovation
 - Moving labs
 - Other

Materials	Tasks	Date completed or N/A
Chemicals	<ul style="list-style-type: none"> ▪ Chemicals that will be removed from lab and transferred were evaluated to ensure all containers are properly identified, labelled, inventoried, and stored (No chemicals can stay in lab without an owner) ▪ Transfer responsibility for chemicals to: 	
Perchloric acid	<ul style="list-style-type: none"> ▪ If perchloric acid has been used in a fumehood, the Safety Office must review use prior to decommissioning. Contact the chemsafety@uwaterloo.ca for a review. 	
Hazardous waste	<ul style="list-style-type: none"> ▪ Disposed of through Environmental Safety Facility ▪ Includes hazardous consumer products (e.g., cleaning solvents, paints, thinners, oils, pesticides) 	
Radioactive materials	<ul style="list-style-type: none"> ▪ Contact Radiation Safety Officer (radiation@uwaterloo.ca) to be decommissioned. 	
X-rays	<ul style="list-style-type: none"> ▪ Contact X-ray Safety Officer (xso@uwaterloo.ca) to have device decommissioned or transferred to another laboratory. 	
Biosafety	<ul style="list-style-type: none"> ▪ Contact Biosafety Officer (biosafety@uwaterloo.ca) to be de-registered. 	
Lasers	<ul style="list-style-type: none"> ▪ Contact Laser Safety Officer (laser@uwaterloo.ca) to be decommissioned or lasers transferred to another laboratory. 	

General requirements

- Clean, tidy and free of combustible materials and physical hazards such as sharps
- Laboratory glassware empty and cleaned
- Refrigerators, autoclaves, ovens, freezers, incubators, fume hoods, and storage cabinets cleaned-out and decontaminated
- Lab bench tops and fume hood work surfaces cleaned (washed down)
- Compressed gas cylinders returned to the supplier(s)
- Signs, posters and non-university property removed

Other arrangements

Signatures

Outgoing laboratory supervisor _____

Signature _____ Date _____

Incoming laboratory supervisor _____

Signature _____ Date _____

Department director/chair or administrative head _____

Signature _____ Date _____

Copies: (1) Department director/chair, and (2) Safety Office (safety@uwaterloo.ca)