Laboratory Decommissioning and Repurposing Flow Chart

Whenever request for laboratory relocation, termination or major modification is received, CMO-LS should consult laboratory decommissioning checklist

Does it require laboratory decommissioning?

No

Yes

Confirm faculty member incharge has initiated

When moving into new laboratory, faculty member in-charge shall:

a) Fill out Placard information

laboratory decommissioning

- b) Update risk assessment database and, if necessary:
- Request CMO-LS for certification of chemical fume hoods and biological safety cabinets
- d) Request CLS for spill kits and first aid kits
- e) Request CMO for additional and suitable fire extinguishers
- f) Update radioactive materials inventory and apply for radiation license and radiation use authorization permit
- g) Update laser hazard control plan
- h) Update autoclave license

Laboratory decommissioning or repurposing

Faculty member in-charge should check if the laboratory has the following items whenever submitting request for laboratory relocation, termination or major modification.

- Biological safety cabinet
- Chemicals
- CVD equipment
- Fume hood
- High tension electrical equipment
- Laboratory animals
- Laser equipment
- Lead acid and research batteries
- Nanomaterials
- Potentially infectious biological materials
- Pressurized vessels (autoclaves, compressed gas cylinder, dewars) and systems
- Radioactive materials/irradiating apparatus
- Any other materials with substantial hazard potential or equipment contaminated with hazardous chemicals

Yes Does not require decommissioning.

Complete

Request HSEO for site assessment to define the scope of the decommissioning exercise and post sign to caution unauthorized entry

Perform decommissioning tasks as identified during site assessment and use clearance checklist to verify completion of tasks

Request HSEO for verification before handover of laboratory

Laboratory relocation

No

Decommissioning complete

Yes