



Laboratory Decommissioning Form

Prior to reassignment, major renovation/demolition or relocation, laboratories must be decommissioned. A separate form is required for EACH laboratory requiring decommissioning. The Principal Investigator or lab owner must ensure that all hazardous materials, equipment and supplies are properly removed from the space. The Administrative/Unit head or delegate is required to confirm that decommissioning is complete prior to the form being submitted to health.safety@mun.ca.

Section 1 (To be completed by PI/Lab owner)

PI/Lab owner:

Department:

Email:

Telephone:

Building:

Room #:

Section 2 (To be completed by PI/Lab owner): Select the specific hazards that are/were present in the laboratory and indicate what has been completed by selecting each applicable check box.

☐ **Chemicals:**

EHS Assistant Permit #:

- ☐ High-hazard chemicals such as (highly toxic, shock-sensitive, water/air-reactive) have been segregated from the general chemical inventory.
- ☐ An EHS Assistant (EHSA) inventory verification has been completed. All unwanted chemicals and chemical waste have been appropriately disposed of or transferred to another PI (and documented on EHSA).
 - ☐ All transferred chemicals have been appropriately labelled according to WHMIS requirements.
- ☐ All chemical residues and spills have been cleaned and decontaminated.

☐ **Biological hazards (Biohazards):**

Biosafety Certificate #:

- ☐ A Laboratory decommissioning request has been submitted to the biological safety officer (BSO).
- ☐ All areas within the laboratory where biohazards were manipulated or stored have been decontaminated with an appropriate disinfectant (as described in BSOP-03).
 - ☐ All biological material has been packaged for disposal (as described in BSOP-01) or relocation (as described in BSOP-04).
- ☐ All biological material has been removed from the laboratory.

☐ **Nuclear substances and radiation devices:**

Radioisotope User Permit #:

- ☐ A "[Laboratory Decommissioning request form](#)" has been completed and submitted to the radiation safety officer (RSO).
- ☐ All nuclear substances and radiation devices have been removed from the laboratory.

☐ **Laboratory equipment:**

- ☐ A "[Laboratory Equipment Release form](#)" has been completed for each piece of equipment in the laboratory.
- ☐ All laboratory equipment has been removed from the laboratory.

☐ **Trash/recycling:**

- ☐ All non-hazardous trash and recycling has been bagged/boxed and labelled for custodial disposal.

Section 3 (To be completed by Lab Owner and Administrative Head)

I certify that all information listed on this form is true to the best of my knowledge and I wish to decommission the laboratory listed.

Lab owner/PI

Date

Administrative Head

Date

NOTE: All costs associated with laboratory spaces that have been improperly vacated and require additional cleaning services, removal of hazardous materials or disposal of equipment will be charged back to the department.

EHS Certification

Environmental Health and Safety Certification of Decommissioning: A member of EHS will visit the laboratory upon receipt from the Administrative Head that the space has been decommissioned.

I confirm that I have visited the laboratory and verify that all items indicated on this form have been adequately completed. The laboratory is now considered decommissioned.

EHS Representative

Date