

Title:	Decommissioning of Research Laboratories		
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1.0 PURPOSE

In research laboratories, there are chemicals, radioisotopes, and biohazardous materials that may present potential risks to individuals. The principal investigator (PI) is accountable for ensuring that their laboratory is free from hazardous materials and contamination, especially when the space will no longer be in use by them or is undergoing renovation or remodeling.

2.0 PROCEDURE

- The PI/lab is responsible for decommissioning the laboratory so that it is safe and free from hazards.
- Decontamination of equipment and work surfaces should be in accordance with the guidelines outlined in the Canadian Biosafety Standards and Guidelines published by the Public Health Agency of Canada (or an equivalent agency).
- The PI shall maintain a detailed report outlining the decommissioning activities for review by Research Facilities.
- CHEMICAL DISPOSAL- Chemicals in their original intact containers that are no longer needed by the PI should be picked up for disposal by hospital's chemical disposal vendor. The PI should segregate solid and liquid chemicals and provide Research Facilities with an approximate quantity of chemicals to be disposed of (e.g., 50 bottles of chemicals up to 500 mg, 10 bottles of 1 kg chemicals, 10 bottles of 4-liter flammable chemicals, etc.).
- Chemical waste generated by the lab should be identified, segregated and properly labeled and disposed by the PI or designate as outlined in [Chemical Waste Disposal Guidelines-Research](#).
- Biohazardous material and wastes should be identified by the PI or designate and disposed as outlined in [Biomedical and Biohazardous Waste Disposal Guidelines](#).
- Biohazardous material stored on freezers (-20°C and -80°C) and liquid nitrogen dewars should be appropriately disposed.
- Radioisotope wastes should be identified by the PI or designate using the associated procedures outlined by the Radiation Safety Officer (RSO).
- Laboratory glassware should be segregated for appropriate disposal.
- Lab coats should be returned to research facilities.

- The PI or designate should contact in-house cleaning service (GDI), to remove decontaminated equipment not destined for recycling or reuse.

Decontamination of Laboratory Equipment and Surfaces

- Decontaminate all equipment and working surfaces with a mild soap solution, rinse with water, and then clean with 70% ethanol.
- Decontaminate the chemical fume hood with a mild soap solution, rinse with water, and then clean with 70% ethanol.
- Biosafety cabinets should be decontaminated by a third party vendor (formaldehyde cleaning) prior to disposal.
- Surfaces that have been exposed to biohazardous agents should be chemically disinfected using the most appropriate means. It is important to note that metal surfaces should not be disinfected with bleach; instead, an appropriate disinfectant should be used.
- Cell culture incubators should be cleaned, dried, and then switched off.
- Shared refrigerators should be emptied and cleaned with 70% ethanol.
- Biohazardous material stored on freezers (-20°C and -80°C) and liquid nitrogen Dewars should be appropriately disposed.

Version	Approval/Sub-approval body	Approval date
01	Research Biosafety Committee	January 13, 2015
02	Research Biosafety Committee	January 13, 2016
03	Director Research Facilities	January 1, 2021
04	Director Research Facilities	November 27, 2023
03		

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