Principal Investigators (PIs), who intend to leave employment at UALR, relocate to another UALR assigned space, or remodel an existing laboratory space must ensure that proper decommissioning takes place, as described in this SOP. PIs are accountable for all items and materials in their area, including research samples, used chemicals, and materials purchased, created or inherited from former lab occupants, equipment, etc.

Departments are responsible for all costs incurred when the decommissioning process is not followed.

The decommissioning process can take significant time to complete and may require coordination of several departments, so advance planning and notification to EHS is necessary. The decommissioning process and recommended notification time frames are outlined below. This SOP can be used by PIs, laboratory staff, and department administrators as a checklist to assist in a smooth and efficient decommissioning process.

- Contact EHS sixty to ninety days prior to the laboratory change and advise of your plans and schedule.

  With respect to chemicals that are associated with the laboratory:

  - Review all chemical containers (stocks, working solutions, used chemical collection containers) in the laboratory for appropriate labeling, container integrity, and seals/lids. Rectify all deficiencies. The cost for analysis of unknowns will be the responsibility of the PI and/or department.
  - Consult with the chemical stockroom manager in your department to determine disposition of chemicals that you no longer need. DO NOT leave chemicals for use by the next occupant. Tag all used chemical collection containers and remaining unwanted chemical stocks and/or working solutions for collection by EHS.
  - Do not dispose of unwanted chemicals via the sewer or trash, unless approved in writing and in advance by EHS. In certain circumstances, EHS may be able to arrange an alternate procedure for significant quantities of chemicals to avoid the need for tagging individual containers.
  - Transport of chemicals over city streets is subject to dangerous goods/hazardous materials transport regulations, including current training by the person preparing the shipment and registration of the transporter as a hazardous materials transporter.
  - Arrange for pickup of all compressed gas cylinders by the supplier.
  - Notify EHS if significant quantities (e.g., more than thermometer quantities) of heavy metals. EHS will investigate with organizing removal.
  - Clean all work surfaces, durable equipment used with chemical agents, fume hoods, storage locations, etc. Notify EHS if perchloric acid was used in any fume hood.

If the laboratory has been used with open-source radioactive material:

- Tag all radioactive waste for collection by the UALR Radiation Safety Officer (RSO).
- Tag all stocks, samples, and sources that contain radioactive materials for collection by the RSO. If you wish to transfer any radioactive material to another laboratory, consult with EHS & the RSO prior to the transfer so transfer and shipping paperwork can be completed.
- Following removal of all radioactive waste and inventory, decontaminate all areas where radioactive materials were used or stored (including counters, floors where waste containers were stored (sinks, fume hoods, biological safety cabinets, refrigerators, freezers, etc.). Verify the efficacy of the decontamination process with swipe surveys.
• Decontaminate all durable equipment used with radioactive material and verify the efficacy of the decontamination process with swipe surveys.
• Survey results of decontaminated areas and equipment must be less than 200 dpm per 100 cm².
• Return all radiation laboratory documentation (RSO-8 forms, survey logs, and other associated records) to the RSO.
• Return all dosimetry (badges and rings) to the RSO.
• Contact the RSO to complete a decommissioning audit. At the time of the audit, inform EHS of any equipment which has been used with radioactive material that will be transferred to inventory or another laboratory.

If radiation producing devices (e.g., x-ray machine), radioactive material containing device (e.g., electron capture detector), or class IIIb or IV lasers have been used in the laboratory:

• Inform EHS and RSO of the intended disposition of lasers and radiation producing/ radioactive material containing devices (e.g., transfer to another UALR laboratory, transfer to a non-UALR facility, transfer to UALR Inventory, etc.) and the associated schedule. In some cases, oils, sealed sources, etc. may need to be removed from the equipment prior to transfer. X-ray generator oil may require testing for PCBs.
• Return all dosimetry (badges and rings) to the RSO.
• Contact the RSO to complete a final close-out audit.

If the laboratory has been involved in activities with biological materials (i.e., recombinant DNA, human/plant/animal pathogens, diagnostic specimens, biologically-derived toxins, etc.):

• If laboratory work involved regulated select agents, consult with EHS prior to conducting any work in preparation for the move. Specific procedures must be followed.
• Decontaminate all waste materials and unwanted stocks, generally by autoclaving or via UALR’s infectious waste contractor. Dispose of autoclaved materials.
• Consult with EHS prior to transport of any viable biological agent. If offering for transport by carrier: the person preparing the shipment must have current dangerous goods/IATA shipment training; the material must be packaged in accordance with DOT/IATA specifications and accompanied by appropriate paperwork; and the transporter must be registered as a transporter of hazardous materials. Other transfer permitting requirements may also apply (e.g., CDC or APHIS permits) depending on the agent.
• Following removal of all waste and viable stocks, decontaminate all use (including counters, floors, sinks, biological safety cabinets, etc.) and storage areas (including refrigerators, freezers, etc.).
• Decontaminate all durable equipment used with biological agents.
• Communicate in writing, if applicable, to the UALR Office of Research and Sponsored Programs to discontinue or modify all approved protocols, as appropriate. If leaving UALR or discontinuing work under approved protocols, include a description of the final disposition of all biological materials.
• Contact the EHS Biosafety Officer for a final walk-through. The Biosafety Officer will remove agent placards/signage from doors, equipment, etc. at the time of the final walk-through and upon demonstration that decommissioning has been completed.
• If an APHIS permit is associated with your laboratory operations, all related materials must be destroyed or the permit updated with the APHIS authorities to allow for intra- or inter-facility transport.
• If laboratory personnel have been required to participate in medical surveillance exams, consult with UALR’s medical provider to determine if an exit examination is necessary; and schedule as appropriate.
• If the laboratory has been involved with live animals, contact the UALR Animal Care Facility for guidance.
Take care of **general housekeeping** needs:

- Remove trash, debris, and general combustibles (e.g., paper, cardboard, etc.).
- Notify Facilities Management (FM) of needed facility repairs or maintenance items (e.g., out-of-date or missing fire extinguishers, out-of-date inspections on fume hoods or biological safety cabinets, structural repairs, etc.).
- Follow the same procedures above, as applicable, for shared/common-use areas.
- Dispose of sharps containers appropriately. Ensure the containers are rigid, puncture-resistant, sealed closed, and labeled.
- Remove lab-specific signage (i.e., NFPA diamonds, laboratory contact information, posted chemical inventories, etc.). However, do not remove biological or radiation labels, signs, or placards. These items will be removed by EHS personnel at the time of final decommissioning.
- Decontaminate/clean equipment and appliances that will be scrapped or sent to inventory prior to service and removal. Notify your department of typical household appliances that have been used in laboratory operations that could result in residual contamination (e.g., acid digestions, ethidium bromide preparation, etc.), which should be disposed of rather than sent to M&R. Clearly label the appliance prior to pickup by FM.