

**U of M Decommissioning Form for Laboratories or Rooms***Where Chemical, Biological or Radioactive Materials; or where X-ray or open beam laser equipment, have been present, used or stored.**(NOTE: There is a separate U of M Decommissioning Form for Laboratory Equipment)*

1. This form is **REQUIRED** to be completed and submitted to EHS before a major renovation, repurposing of room for non-lab use or to close-out a lab and have the WHIP or other EHS provided signage removed. Scan and email form to [DECOMM@umanitoba.ca](mailto:DECOMM@umanitoba.ca)
2. Once received, EHS will schedule a time to inspect and sign off (please allow up to 2 weeks, if not indicated as urgent)

After obtaining EHS signature, the Requestor is responsible to fax form to Physical Plant 204 474-7547 Fort Garry or Bannatyne 204 789-3933.

Section A: Requestor		Section B: Location	
Requestor Name (Please Print):		Room	Building
Department:		Reason for request:	
Tel:		Is this part of a project or renovation? <input type="checkbox"/> Y <input type="checkbox"/> N	
Responsible User Name:		Physical Plant Coordinator OR Contractor Contact:	
Date requested:		Name:	Tel:
Date Required:			
Contact EHS at <a href="mailto:DECOMM@umanitoba.ca">DECOMM@umanitoba.ca</a> or (204 474-6970) for consultation. A site visit may identify specific hazards that require special attention.			
Date contacted EHS:			
Section C: Declaration To Be Completed by Responsible User/ Lab Staff knowledgeable with room			
Name (print): _____		Phone#: _____	
Site history - How many years of history do you have with this room? _____ If none, have you contacted and consulted with someone that has knowledge of the past use? <b>No</b> <input type="checkbox"/> , or <b>Yes</b> <input type="checkbox"/> If yes, who? _____			
ACTIONS Taken:			√ when completed
Chemical	Inventory - review your WHMIS inventory (in EHSA database or elsewhere), then:		
C1	Locate all items in inventory. <input type="checkbox"/>		
C2	All chemicals must be removed from the room: NOTE: The chemicals belong to the University, and may ONLY be transferred to another University lab location. Dispose of remaining chemicals according to UM Waste Disposal Chart for Laboratories. Contact EHS and complete a Hazardous Waste Removal Form. For more information, forms and instructions: <a href="http://umanitoba.ca/admin/vp_admin/risk_management/ehso/emanagement/haz_waste_forms.html">http://umanitoba.ca/admin/vp_admin/risk_management/ehso/emanagement/haz_waste_forms.html</a> <input type="checkbox"/>		
C3	Update inventory records <input type="checkbox"/>		
Chemical Contamination Declaration			
C4	Have any of the surfaces or remaining equipment been used with hazardous chemicals? <b>No</b> <input type="checkbox"/> , or <b>Yes and the hazardous chemicals have been decontaminated</b> <input type="checkbox"/>		
C5	Was perchloric acid used in the Fume Hood? <b>No</b> <input type="checkbox"/> , or <b>Yes</b> <input type="checkbox"/> contact EHS <input type="checkbox"/>		
Biosafety	Is this location listed on a Biosafety Permit? <input type="checkbox"/> If <b>No</b> <input type="checkbox"/> go to Radiation Section		
B1	IF <b>YES</b> , relocate any biological agents to another permitted location and update inventory and rooms as appropriate on EHSA database <input type="checkbox"/>		
B2	Decontaminate all wastes (by autoclaving or chemically as appropriate) and dispose as per U of M Biological Waste Disposal Chart <input type="checkbox"/>		
B3	Decontaminate all work surfaces and storage areas -decontamination must be done by someone on a current Biosafety Permit. Indicate disinfectant used: <input type="checkbox"/> 1/5 bleach with 30 min soaking <input type="checkbox"/> 70% ethanol with 30 min soaking <input type="checkbox"/> Other – specify type and concentration: <input type="checkbox"/>		
B4	After decontamination – remove Biohazard labels <input type="checkbox"/>		

