

This form is required before a major renovation, repurposing of room for non-lab use, or to close-out a lab permit. It must be completed for spaces where chemical, biological, or radioactive materials, or where x-ray or open beam laser equipment have been present, used, or stored.

1. Complete and send form to decomm@umanitoba.ca.
2. EHSO will schedule a time to inspect and sign off. Please allow up to two weeks for this to occur.
3. After obtaining EHSO signature, the Requestor is responsible for sending the form to Physical Plant.

Section A: Requestor			
Name:		Department:	
Phone #:		Email:	
Date Requested:		Date Required:	

Section B: Location			
Room Number:		Building:	
Reason for request:			
Is this part of a project or renovation?	Yes No	If yes, Physical Plant Coordinator or Contractor Contact:	Name: Phone #:
Contact EHSO at decomm@umanitoba.ca or 204-474-6633 for consultation. A site visit may be helpful to identify specific hazards that require special attention.			

Section C: Decommissioning			
<i>To be completed by Responsible User/Lab staff knowledgeable with the room</i>			
Name of Responsible User:		Phone #:	
How many years of history do you have with this room:		If none, have you consulted with someone with knowledge of the past use?	Yes No Name:

Actions Completed		✓	n/a
Chemical Safety			
C1	Review your chemical inventory (Vertére) and locate all items.		
C2	Remove all chemicals from the room through transfer to another UM lab, or disposal as hazardous waste.		
C3	Update chemical inventory records.		
C4	Clean and decontaminate all surfaces and remaining equipment that was used with chemicals.		
C5	If perchloric acid was used in the fume hood, notify EHSO.		
Biosafety (Complete if this location is listed on a Biosafety Permit. If No, move on to Radiation Safety section.)			
B1	Remove all biological agents by relocating them to another permitted location or through proper disposal techniques. Update the inventory and rooms on EHSA database.		
B2	Decontaminate all wastes (by autoclaving or chemically, as appropriate) and dispose as per UM Biological Waste Disposal Chart .		
B3	Decontaminate all work surfaces and storage areas. Decontamination must be completed by someone listed on a current Biosafety Permit. Indicate disinfectant used: 1/5 bleach with 30-minute soaking 70% ethanol with 30-minute soaking Other – specify type and concentration		
B4	After decontamination completed, remove Biohazard labels.		

Actions Completed		✓	n/a
Radiation Safety			
R1	Radioisotopes If this location is listed on a Radioisotope Permit, relocate any radioactive materials to another permitted location and update inventory (gold sheets for open source) as appropriate OR arrange to transfer unwanted stock vials and sources to EHSO. Complete and attach a U of M Radioisotope Permit Decommissioning Form to remove room or cancel the permit entirely. Door signs and Radioisotope Permits may only be removed by Radiation Safety staff.		
R2	X-Ray Equipment Decommission (using the Lab Equipment Decommissioning Form) or relocate any x-ray equipment to another room. Inform EHSO (radsafe@umanitoba.ca) prior to relocating any equipment, they will determine if leakage tests, permit amendments and/or notification of the province is required. Door signs and X-ray Permits may only be removed by Radiation Safety staff.		
R3	Laser – Open Beam Decommission (using Lab Equipment Decommissioning Form) or relocate any open beam lasers to another room. IMMEDIATELY email radsafe@umanitoba.ca to inform EHSO of the change of status related to the lasers as all open beam lasers must be registered in the EHSO database. Door signs may only be removed by Radiation Safety staff.		
Supplies and Lab Equipment			
S1	Remove all lab supplies and equipment for room including items in drawers and cupboards, on shelves, and under all fume hoods and sinks. Complete the Lab Equipment Decommissioning Form and submit to EHSO prior to moving or disposing of lab equipment and EHSO will provide green stickers. Ensure capital assets are updated as appropriate.		
S2	Inspect all areas for needles, razor blades, scalpel blades and broken glass. Sharps must be disposed in a puncture proof container and unwanted glassware and brittle plastic may be disposed in plastic bag lined cardboard boxes or commercial ‘Broken Glass’ boxes. Contaminated sharps must be disposed of through the UM Hazardous Waste Program.		
Cleaning			
Cn1	Remove all visible residues, standing liquids, and loose particulate material from bench tops, shelves, cabinets (inside and outside), inside drawers and floors. At a minimum, wipe all accessible surfaces with mild detergent such as soap and water.		
Cn2	For fume hood cleaning, refer to Physical Plant’s Safe Job Procedure for Fume Hood Repair and Servicing (available on SharePoint) following instructions for Work Type C.		
Cn3	Place all general garbage in garbage or recycling as appropriate.		
Cn4	Consider if it is possible for hazardous materials (radiological, biological or chemical) to be present in any building systems. Consider fume hood ducting, drains and traps, etc. Specify locations, if applicable:		

Sign-off:

I declare that the information in Section C is accurate to the best of my knowledge and capabilities and that any additional hazards that need to be shared about the lab space have been shared with EHSO.

Date:

Signature:

Section D: EHSO Review		
Reviewed by EHSO Name (print): _____ Signature: _____ Date: _____	Hazard Decommissioning Chemical verified: Biological verified: Radiation verified:	Records EHSA registered equipment updated? List Permit(s) to be updated: WHIP to be updated? Vertère to be updated: