

School of Medicine Laboratory Decommissioning Requirements

The Principal Investigator (PI) is responsible for clean-out and decommissioning of laboratory space upon departure from the University or relocation to a different space. See the [University of Washington Laboratory Safety Manual](#) (Lab Safety Manual) and the Moving Out Checklist (at p. 232) for instructions to decommission the laboratory. (Also see p. 147 for additional moving out information). If the PI vacates the lab without properly cleaning/decommissioning it, this responsibility and associated cost is borne by the Department.

The [Notice of Laboratory Moveout](#) form provides a list of tasks and instructions for the tasks that must be completed. The form must be signed by the PI or Lab Manager, who have the knowledge, training and experience to perform these tasks or assess that they are handled appropriately.

Prior to vacating a laboratory, remove all chemicals, biological materials, radiological materials and any other hazardous materials and decontaminate all work surfaces. Also decontaminate all lab equipment and furnishings in accordance with the requirements for the type of contaminant. These duties must be performed or overseen by the PI, lab manager (or equivalent), with or without the assistance of an outside certified and licensed hazardous materials contractor.

If designated lab staff is not available to perform these duties, the department must hire and oversee the work of a licensed and certified hazardous materials contractor qualified contractor to perform the above lab decontamination activities safely. Technical Safety Services (TSS) and NRC are under contract with UW to perform this type of work and their contact information is listed below.

1. <https://www.techsafety.com/services/decommissioning>
Nichole Stacey
NW Business Development Manager
Office: (425) 398-1979 x1418 | nstacey@techsafety.com
Cell: (425) 780-0988
2. <https://nrcc.com/industries/health-care/>
Tel: (206) 607-3000
Mobile: (503) 522-2473
24 Hour Emergency Service: 1 (800) 899-4672

Please note: TSS and NRC cannot be responsible for decontamination/disposal of radiological material or equipment. The responsible party must contact EH&S Radiation Safety Office for assistance, (206) 543-0463.

All unwanted equipment (unless arrangements have been made otherwise) or other items must be removed. Anyone other than the PI, lab manager (or equivalent) or certified and licensed hazardous materials contractor may only perform general custodial clean-up duties. These duties include removal of non-hazardous and decontaminated materials, general garbage removal, recycling, and the processing of non-hazardous materials and non-contaminated items that require surplus pickup.

Please reference the UW EH&S website for additional information regarding laboratory clean-out and decommissioning, and general lab safety requirements or contact EH&S at (206) 221-7770 one to two months in advance of lab relocation or decommissioning.

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