



## Laboratory Decommissioning Checklist

Requirement	Complete	N/A	Review Information Required	Comments
<b>General</b>				
Define decommissioning obligations per lease agreement	<input type="checkbox"/>	<input type="checkbox"/>		
Review and update Chemical Inventory				
Prepare a document of the historical use of the laboratory space, focusing on the types of research and hazardous materials that were used.	<input type="checkbox"/>	<input type="checkbox"/>		
Based on requirements of lease agreement and historical use of hazardous materials, determine if any sampling for chemical and/or biological contamination will be necessary	<input type="checkbox"/>	<input type="checkbox"/>		
Based on requirements of lease agreement and historical use of hazardous materials, determine if a third-party decommissioning report is required. If so, identify a vendor	<input type="checkbox"/>	<input type="checkbox"/>	<p>Per ANSI/ASSE Z9.11-2016 Decommissioning Standard, decommissioning report must include: Assessment data</p> <ul style="list-style-type: none"> <li>Means and methods for assessment</li> <li>Cleaning protocols</li> <li>Chemicals and hazards that may have been present during operation of the facility</li> <li>Acceptable levels of risk</li> <li>Where your waste is held</li> <li>Before and after pictures – confirm areas that have been decontaminated</li> <li>A statement of acceptable level of risk, signed by a Qualified Person</li> </ul>	
Review all permits / transfer or close	<input type="checkbox"/>	<input type="checkbox"/>		



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Massachusetts Water Resource Authority (MWRA) Wastewater Permit	<input type="checkbox"/>	<input type="checkbox"/>		
Flammable Storage Permit (City: )	<input type="checkbox"/>	<input type="checkbox"/>		
Recombinant DNA Permit (City: )	<input type="checkbox"/>	<input type="checkbox"/>	For the City of Cambridge, decommissioning process must be documented and such documentation shall be submitted to the CBC upon completion.	
Laboratory Registration (City: )	<input type="checkbox"/>	<input type="checkbox"/>		
Massachusetts Department of Environmental Protection (Mass DEP) Hazardous Waste Generator	<input type="checkbox"/>	<input type="checkbox"/>		
Radioactive Materials License	<input type="checkbox"/>	<input type="checkbox"/>		
Remove and dispose (or transport to new location) laboratory chemicals (through vendor)	<input type="checkbox"/>	<input type="checkbox"/>		
Dispose of unused equipment	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Decontamination:</b>				
Identify a vendor to conduct decontamination	<input type="checkbox"/>	<input type="checkbox"/>		



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Define scope of work with decontamination vendor	<input type="checkbox"/>	<input type="checkbox"/>		
Decontaminate the following with EPA approved disinfectant and/or cleaner				
Surfaces like bench tops, shelves, floor	<input type="checkbox"/>	<input type="checkbox"/>		
Fume Hoods	<input type="checkbox"/>	<input type="checkbox"/>		
Cold Rooms	<input type="checkbox"/>	<input type="checkbox"/>		
Hazardous Waste Storage Areas				
Animal care areas				
Professionally decontaminate Biological Safety Cabinets	<input type="checkbox"/>	<input type="checkbox"/>		
Clean out sink drains and check for mercury contamination. Based on results, sampling may be required.	<input type="checkbox"/>	<input type="checkbox"/>		
Check waste water tanks and check for mercury contamination. Based on results, sampling may be required.	<input type="checkbox"/>	<input type="checkbox"/>		