STANFORD UNIVERSITY PROCEDURES FOR DECOMMISSIONING RELATED TO LABORATORY RENOVATION

Purpose: To ensure that all hazardous materials impacted by laboratory renovation are handled and disposed of safely and in accordance with all federal, state and local laws and regulations.

Responsibilities

1) Department/Researchers
   - Move all equipment, glassware, supplies and any chemical, radioactive or biohazardous materials still in use to their new designated location.
   - Tag all hazardous waste and request a pick-up on-line at “wastepickup.stanford.edu”.
   - Request a terminal radiation survey (if applicable) from EH&S. EH&S will remove or deface all radiation warning signs and labels following successful completion of the survey.
   - Disinfect all surfaces, glassware, equipment, etc. associated with biohazardous materials. Coordinate disinfection of biosafety cabinets with approved vendor. Remove or deface biohazard warning signs and labels following disinfections.
   - Ensure all equipment, benchtops, shelving, storage cabinets, fume hoods, and other accessible surfaces are free of visible chemical residue. Clean (detergent wipe down) surfaces/equipment as necessary and manage cleaning materials as hazardous waste (if applicable).

2) Project/Construction Managers
   - Request a hazardous materials building survey from EH&S prior to construction activity.
   - Notify contractors of all hazardous materials or conditions present in their work area.
   - Keep departments, researchers & EH&S appraised of construction schedule.

3) EH&S
   - Perform a survey to identify hazardous building materials, e.g., asbestos, PCB light ballasts, mercury pull stations, etc.
   - Submit Closure Permit Application to the City or County and coordinate agency inspections.
   - Inspect and evaluate accessible and non-accessible surfaces, such as fumehood duct interiors, for potential contamination.
   - Coordinate abatement contractors and provide oversight of abatement operations.

4) General Contractors
   - Ensure all decommissioning work, closure and abatement (to be done by others) has been completed prior to the start of construction.
   - Comply with the EH&S Hazardous Materials Procedures as well as all federal, state and local laws and regulations.
   - Stop work and report any hidden hazardous conditions or materials to the Project Manager immediately upon discovery.