



Environmental Management System

8.1.14 Departure and Decontamination of Laboratory and Workshop Space and Equipment

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8.1.14 Departure and Decontamination of Laboratory and Workshop Space and Equipment

1 Purpose

The University is committed to ensuring that all activities undertaken on its premises are undertaken following the highest possible standards of safety, health and environment. This document outlines the processes by which:

- Colleges can ensure that any laboratory space they vacate or handover (e.g. for refurbishment) is safe for those subsequently accessing it.
- Colleges can ensure that staff have disposed or managed harmful substances and equipment appropriately before departing the university.
- Colleges and tenants can confirm that laboratory equipment has been decontaminated prior to disposal.
- Tenants provide assurance to the landlord that any space they vacate has been decontaminated and is safe for those subsequently accessing it.

As part of this procedure, guidance is provided on the practices necessary to decontaminate areas where chemical or biological substances have been used. Separate guidance is available for radiological laboratories (see ir17) and for the disposal of equipment and furniture (see waste guidance notes). Forms are also provided to record these activities, copies should be kept by the College, and where necessary Corporate Responsibility and Estates and Facilities Management (E&FM).

A summary of the process is provided in Figure 1.



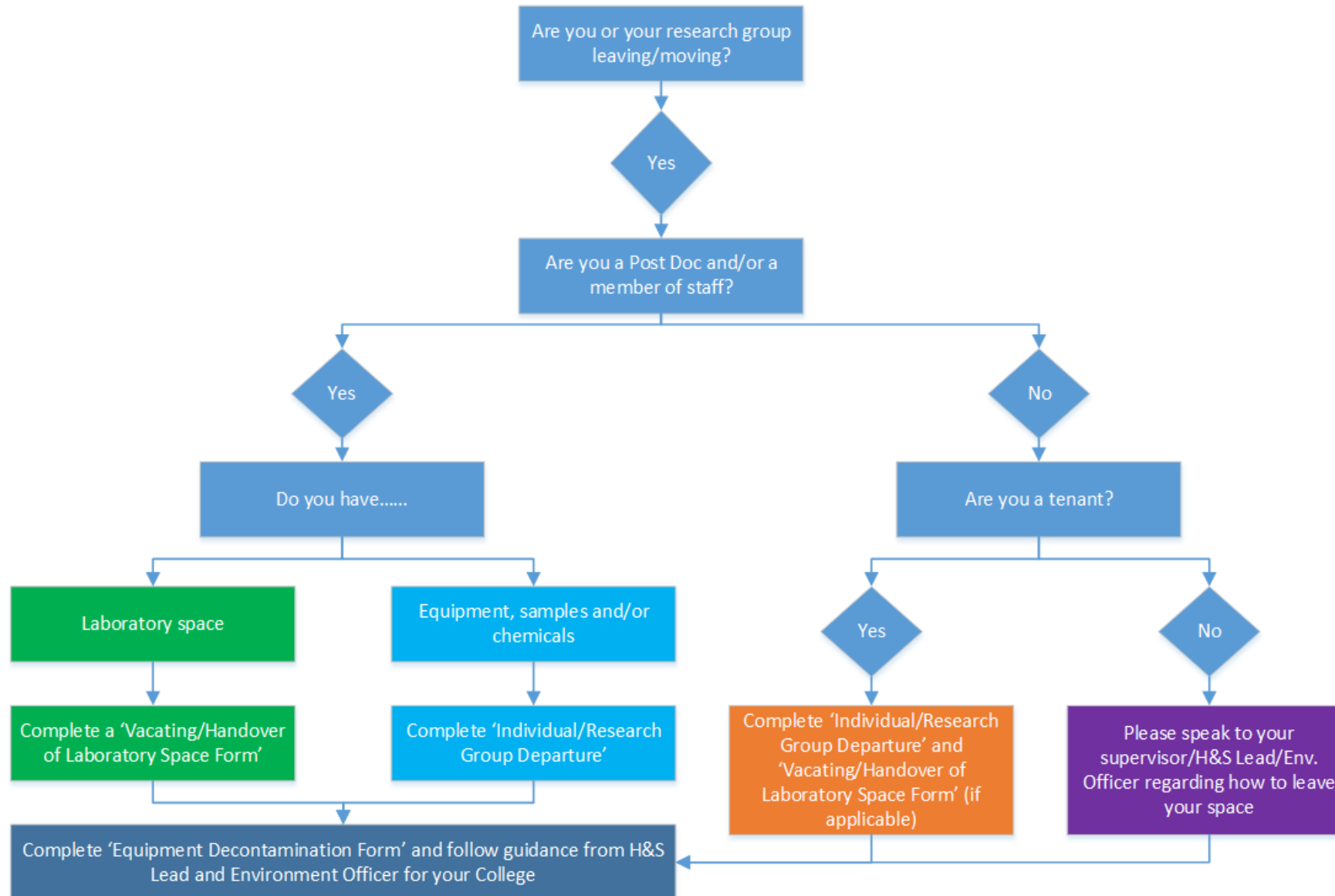


Figure 1 Vacating process diagram



2 Definitions

Corporate Responsibility: Group made up of Health and Safety Team, Sustainability and Resilience and Business Continuity.



Designated responsible person: Person who has been requested to undertake a task and has a sufficient level of competence and understanding.

E&FM: Estates and Facilities Management Directorate

Hazardous space: Spaces that contain hazardous materials including biological, chemical or radioactive substances.

Vacating party: The individual, group or tenant vacating the space.



3 Responsibilities

CR Team	<p>The CR Team shall:</p> <ul style="list-style-type: none"> • Provide guidance and support to individuals and groups leaving, as required
Head of College	<p>The Head of College shall:</p> <ul style="list-style-type: none"> • Ensure all staff are aware of requirements for vacating laboratory and workshop space
PIs or designated responsible person	<p>PIs or designated responsible person are responsible for:</p> <ul style="list-style-type: none"> • Notifying their staff/students they need to comply with this process • Sufficient clearance of space, this includes: <ul style="list-style-type: none"> ○ Free of biological, chemical, physical, and radiological hazards ○ Fit for others to work in and decontaminated ○ All hazardous materials have been disposed of in line with University policies • Completion of appropriate forms (see Appendices)
Tenant's point of contact in the University	<p>PIs or there nominated representative are responsible for:</p> <ul style="list-style-type: none"> • Notifying the tenants they need to comply with this process
Tenants	<p>Tenants are responsible for:</p> <ul style="list-style-type: none"> • Notifying their point of contact when vacating the space • Sufficiently cleaning and clearing the space • Ensuring no risk remains to subsequent users of the space
E&FM Team	<p>The E&FM teams shall:</p> <ul style="list-style-type: none"> • Agree the level of clearance and decontamination prior to works commencing.





<p>Vacating person or group</p>	<p>All vacating persons are responsible for:</p> <ul style="list-style-type: none"> • Spaces have been suitably cleared and decontaminated (in-line with the work that was occurring) • Shelves, freezers, fringes and other storage areas have been emptied • Transfer ownership of remaining samples/chemicals • Share or dispose of materials no longer required (e.g. samples, chemicals) through Safety and Sustainability Network or the appropriate University disposal routes • If transferring hazardous materials between institutions that all relevant legal transportation requirements are met • If genetically modified organisms, biological agents or radioactive materials are to be transferred, the receiving organisation must provide written confirmation they are able to hold this material and have the appropriate licences/notifications in place
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4 Related Documents

- **Disinfectant guidance:** A document developed by the Health and Safety team to provide information on suitable disinfection based on the work being undertaken in the space.
- **Waste Management Guidance Notes (WMGN):** Documents detailing how to manage over thirty different waste streams in-line with legal compliance.



5 Process

5.1 Vacating laboratories

This section provides guidance to Colleges and tenants that need to hand back space including laboratories and workshops.

5.1.1 Group vacating

The vacating party will be required to complete Appendix A: Vacating/Handover of Laboratory Space Form. This will need to be signed by:

- Vacating party
- CR representative (e.g. H&S Lead, Environment Officer) or designated responsible person

These actions will be completed prior to the space being returned to the College or E&FM.

5.1.2 Minor works

The extent of clearance should be agreed with the E&FM team (e.g. Projects or Technical Services). As a minimum the surfaces in the area should be cleared and decontaminated. If the items are not moving fridges and freezers need not be emptied, and can be taped



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shut with warning tape. It is recommended that the plug socket is labelled to prevent accidental switch off.

5.1.3 Waste



All unwanted, non-hazardous materials must be removed and disposed of in-line with University requirements. Waste equipment or furniture must be disposed of in line with Swansea University's waste and recycling requirements. For further assistance contact the College Environment Officer.

5.1.4 Decontamination of space

Where the vacating party is unsure of decontamination processes they should contact their H&S Lead for the College.

5.2 Departure of staff

PIs or designated responsible persons are responsible for ensuring that the vacating person has completed Appendix B: Individual / Research Group Departure Form. They will also verify it has been undertaken to an agreed standard.

5.2.1 Process

The PI or designated responsible person shall ensure the following has been considered:

- Chemicals or stocks from research students are managed appropriately
- Research samples have had the ownership transferred, been disposed of correctly or been transported to the new site
- Space has been managed in line with the requirements of Section 3 and corresponding Appendices (A and B) are completed
- Equipment has had the ownership transferred, been disposed of correctly or been transported to the new site

To facilitate and record this process, Colleges should use the Laboratory staff departure form (Appendix B: Individual / Research Group Departure Form).

5.2.2 Hazardous substances

Where harmful substances are transferred to a new institution, the person leaving must ensure that all relevant legal transportation requirements are met.

Where genetically modified organisms, biological agents or radioactive materials are to be transferred, the organisation must provide written confirmation they are able to hold this material and have the appropriate licences/notifications in place.

Radioactive materials will be covered by guidance in IR17.

5.3 Decontamination of equipment

For decontamination requirements, the individual/group should contact the Health and Safety Lead for their College. Appendix C: Equipment Decontamination Form should be completed and a copy kept with the equipment. Recommendations will be provided on a case by case basis. If disposing of the equipment a copy will need to be submitted with the WEEE/Furniture & Equipment Reuse forms.





6 Effects and Actions on Non Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **10.1 Non Conformance, Corrective and Preventive Action.**



7 Version Control

Date	Version	Update
Oct-18	1	New document
Feb-20	2	Updated format of document



Appendix A: Vacating/Handover of Laboratory Space Form

A copy of this is to be retained by the College/PSU and retained for a period dependent on the hazards associated with the space.

Name of person/group leaving			
College / Department			
Building name and room number			
Laboratory type			
Detail disinfectant used (biological laboratories only)			
	Item	Y, N, N/A	Notes (provide as much information as possible)
1	Confirm that items to be disposed of have been managed in-line with university procedures		
2	Please provide an inventory of equipment remaining in the lab space		
3	Please confirm all equipment remaining has been decontaminated in line with guidance or detail any remaining hazards Please leave behind any manuals, keys and maintenance records.		
4	Please confirm that microbiological cabinets have been fumigated by an approved third party and certificates attached		
5	Please confirm that any fume cupboards or other local exhaust ventilation systems have been decontaminated in line with the University procedure and where applicable filters removed and correctly disposed of. If disposed by a third party Duty of Care for hazardous waste to be requested and retained.		
6	All fridges and freezers to be emptied and defrosted		
7	All benches, cupboards, shelves and other accessible surfaces occupied have been decontaminated and cleared.		
8	Floors have been cleaned in work area (and surfaces under equipment such as fridges and freezers have been checked)		
9	Any safety signage has been removed		
10	Keys to labs handed back		

Individual/Research group representative acknowledgement	Signed	Date
I certify that the laboratory space has been managed as stated within this checklist		Click to enter a date.

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Acknowledgement on behalf of CR	Signed	Date
I certify that the process has been managed by the College prior to handover to Estates and Facilities Management		Click to enter a date.

Appendix B: Individual / Research Group Departure Form

To be completed for all Post Doc and Academic staff working in research laboratories.

Name of person/group leaving			
College / Department			
Building and room number			
Responsible person			
	Item	Y, N, N/A	Notes (names of staff to be included as appropriate, provide as much information as possible)
Chemicals	Chemicals have been transferred to another member of staff (where applicable) (to include name, room no. and any other relevant information)		
	Chemicals have been transferred to another site* (to include name, new location, method of transport and any permits/licences required)		
	All remaining chemicals have been/will be disposed in-line with the University procedure (link). NB list must be provided and approved in advance of departure date.		
	Confirm the chemical inventory has been updated with new location, owner or disposal		
Radiation	Arrangements for the disposal, internal or external transfer of radioactive material has been agreed with University Radiation Protection Officer (attach copy of arrangements) and submitted to the Radiation Protection Advisor (RPA)		
Biological	Stocks, cultures, samples etc. have been transferred to another member of staff with an inventory of items (where applicable)		
	Detail any biological material which will be transported to another site*		
	Dispose of biological waste in-line with University procedures.		
GM	Provide a list of any GM material and project which will be transported to a new organisation*		
	Confirm a GM risk assessment has been approved/accepted by the new organisation prior to transfer		
	Will any GM material remain at SU, if yes, detail project number and to person/group transferred to		

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Name of person/group leaving			
College / Department			
Building and room number			
Responsible person			
	Item	Y, N, N/A	Notes (names of staff to be included as appropriate, provide as much information as possible)
	Confirm that any material not transported or handed over has been destroyed in-line with University procedure		
Equipment	Equipment has been transferred to another member of staff (including manuals and service records) (to include name, room no. and any other relevant information)		
	Provide an inventory of any equipment which will be transported with you to your new organisation. Confirm that the equipment has been decontaminated prior to leaving site.		
	Equipment to be disposed of to be managed in line with University procedures. All laboratory equipment to be decontaminated prior to disposal.		
Gas cylinders and regulators	Gas cylinders/lecturn bottles transferred to another member of staff		
	Provide a list of any gas cylinders / lecturn bottles which will be transported to a new organisation*.		
	Confirm all remaining gas cylinders/lecturn bottles have been returned to supplier or disposed of in-line with University procedures		
Area	In shared laboratories – confirm benches used have been cleared and decontaminated		
	Fume cupboards under groups control should be cleared of items		
	Microbiological Safety Cabinet (MSC) under the group's control should be fumigated		
	If laboratory is fully under group's control – see also 'Space Decommissioning Form'		
Other	Keys to equipment handed back		
	Keys to labs handed back		

Individual/Research group representative acknowledgement	Signed	Date
I certify that the laboratory space has been managed as stated within this checklist.		Click to enter a date.

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Acknowledgement on behalf of College	Signed	Date
I certify that I have checked and approved the personnel vacating the area and agree that they have managed the process in accordance with this checklist.		Click to enter a date.

*Transportation of any biological, chemical or other dangerous goods from the University must be done in line with the Carriage of Dangerous Goods or IATA regulations – it is the responsibility of the leaving member of staff to arrange this

Appendix C: Equipment Decontamination Form

To be completed when disposing/transferring equipment which have been used with hazardous substances.

Details of equipment			
Serial number			
Asset number (if applicable)			
College/Department/Tenant			
Usual location (building name and room number)			
Hazardous substances in contact with the equipment:		Details	
Biological	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Chemical	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Radiation	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Method of decontamination :			
Declaration:			
Equipment has been completely decontaminated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Complete decontamination of some aspects of the fabric, services or fixtures cannot be practicably achieved and some residual contamination may remain <input type="checkbox"/> Yes <input type="checkbox"/> No			
Detail aspects and nature of residual contamination:			
Decontamination carried out by (name)		On (date)	Signature
		Click to enter a date.	