

<b>TITLE:</b>	<b>IBC17- Laboratory Decommissioning</b>
<b>OVERVIEW:</b>	The Principal Investigator of a laboratory that contains biohazardous agents must make certain that all biohazardous agents are removed when vacating a laboratory to ensure that the area is risk free for clean-up by Environmental Service personnel and new individuals relocating into the area.
<b>APPLIES TO:</b>	All Principal Investigators (PI) and supervisors vacating a laboratory containing biohazardous agents.
<b>DEFINITION(S):</b>	<p><i>Biohazardous materials</i> - defined as materials of biological origin that have the capacity to produce deleterious effects on humans or animals including: recombinant DNA molecules; micro-organisms containing recombinant DNA molecules; micro-organisms classified as risk group 2 (RG-2) or RG-3 agents (RG-4 agents should not be intentionally propagated on the UNMC campus); biological products derived from RG-2 or RG-3 microorganisms; diagnostic specimens known or reasonably expected to contain pathogens in RG-2 or RG-3; and clinical/medical waste derived from the medical treatment of humans or animals or from biomedical research.</p> <p><i>Risk Group 2 (RG-2) agent</i>- biological agent associated with disease which is rarely serious and for which preventative or therapeutic interventions are often available [moderate individual and low community risk].</p> <p><i>Risk Group 3 (RG-3) agent</i> - biological agent that is associated with serious or lethal disease for which preventative or therapeutic interventions may be available [high individual and moderate community risk].</p> <p><i>Select agent</i> – biological agents and toxins that the HHS Secretary has determined to have the potential to pose a severe threat to public health and safety as listed in 42CRF Part 73.3 and Part 73.4.</p>
<b>PROCEDURES:</b>	<p>When vacating a laboratory the PI and/or supervisor is responsible to to:</p> <ol style="list-style-type: none"> <li>1. identify all biohazardous materials present,</li> <li>2. dispose of materials no longer needed using proper procedures for the disposal of biohazardous waste (<b>see IBC05, Biohazardous Waste Disposal</b>)</li> <li>3. double bag and place into a closed container all biohazardous materials to be transported to a new location on campus,</li> <li>4. follow packaging procedures for materials to be transported off-site as outlined in the Department of Transportation guidelines for the</li> </ol>

	<p>handling and transport of Dangerous Goods,</p> <ol style="list-style-type: none"> <li>5. thoroughly decontaminate, using an appropriate disinfectant (10% bleach is generally used except in places where other disinfectants have been recognized as more effective) all areas that contained biohazardous materials,</li> <li>6. surface disinfect all equipment, whether transported or not (the biohazard label on equipment [such as refrigerators or incubators] should be removed after decontamination),</li> <li>7. check for materials belonging to the PI in all common use refrigerators and freezers and have these materials removed or if maintained, properly labeled with the PIs name, date of storage, and biohazardous agent(s) present,</li> <li>8. have door signage removed by calling the Director of the Office of Safety, and</li> <li>9. contact the Institutional Biosafety Committee prior to the relocation or termination of experiments to update the IBC protocol.</li> </ol> <p><b>Special procedure for BSL-3 and ABSL-3 laboratories:</b> Prior to decommissioning of a high containment laboratory, the room must be decontaminated by fumigation (see <b>IBC14, Paraformaldehyde Room and Biological Safety Cabinet Decontamination</b>).</p> <p><b>Special procedure for Select Agent-Registered Laboratories:</b> The select agent inventory record for the select agent-registered laboratory will contain information on any select agent present within the facility. These agents can either be decontaminated by autoclaving (record information on the agents decontaminated [individual select agents, number of containers removed, date autoclaved, and autoclave cycle] or moved from the facility to another select agent-registered laboratory on campus [sender and recipient are covered by the same certificate of registration]. To transfer, an intra-facility transfer form is completed to record the select agent, the quantity transferred, the date of transfer, the sender, and the recipient [<b>see SA25, Intra-Facility Transfer of Select Agents or Toxins</b>]). All select agents (whether cultures or tissues containing viable select agents) must be either decontaminated or transferred.</p>
<b>RECORD KEEPING:</b>	For the removal of select agents, complete the <b>Intra-entity Transfer form</b> .
<b>OTHER</b>	The Primary Investigator is responsible to ensure that all biohazardous

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<b>INFORMATION:</b>	materials are removed prior to vacating a laboratory.  Investigators relocating off-campus or leave the University who plan to transport biohazardous materials must comply with all DOT, Public Health Service, and USDA requirements for the transport of infectious materials.  Investigators who are retiring and thus vacate a laboratory must provide a means to transfer important materials to collaborating researchers or decontaminate materials no longer needed for future studies [this includes materials held in long-term storage].
<b>REFERENCES:</b>	CDC/NIH Biosafety in Microbiological and Biomedical Laboratories, 5 <sup>th</sup> Edition, 2007
<b>STATUS:</b>	Updated: July 21, 2015