

Environmental Management System

8.1.14 Departure and Decontamination of Laboratory and Workshop Space and Equipment

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DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY	



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:

- Faculties can ensure that any laboratory space they vacate or handover (e.g. for refurbishment) is safe for those subsequently accessing it.
- Faculties can ensure that staff have disposed or managed harmful substances and equipment appropriately before departing the university.
- Faculties 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.

Forms are provided to record these activities, copies should be kept by the Faculty, and where necessary Corporate Responsibility and Estates and & Facilities Management (E&FM).

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	<ul style="list-style-type: none"> • Provide guidance and support to individuals and groups leaving, as required
Executive Dean PVC, Deputy Executive Dean, Head of Operations	<ul style="list-style-type: none"> • Ensure all staff are aware of requirements for vacating laboratory and workshop space
Principle investigators (PIs) or designated responsible person	<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

	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ● Notifying the tenants they need to comply with this process
Tenants	<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	<ul style="list-style-type: none"> ● Agree the level of clearance and decontamination required prior to works commencing
Vacating person or group	<ul style="list-style-type: none"> ● Spaces have been suitably cleared and decontaminated (in-line with the work that was occurring) ● Shelves, freezers, fridges 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

4 Related Documents

- **Disinfectant guidance:** Information on suitable disinfection based on the work being undertaken in the space available on the website¹
- **Waste Management Guidance Notes (WMGN):** Documents detailing how to manage waste streams in-line with legal compliance at Swansea University².
- **[8.1.16 Specialist Equipment Removal and Sales](#):** Procedure for selling equipment by University approved third party.

5 Process

A summary of the process is provided in **Error! Reference source not found..**

¹ Link: <https://staff.swansea.ac.uk/media/disinfection-guidance-sheet.pdf>

² Link: <https://www.swansea.ac.uk/sustainability/waste/>

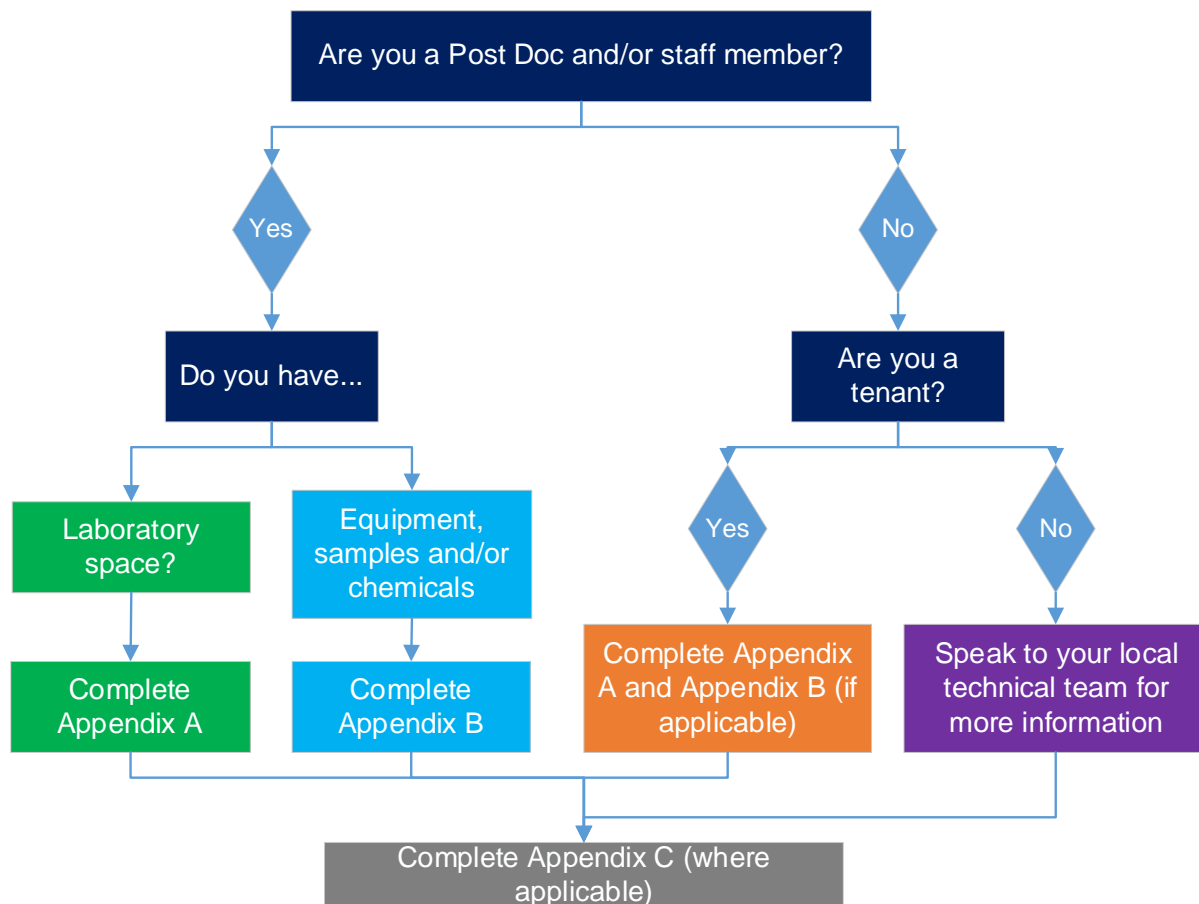


Figure 1: Vacating process

5.1 Vacating laboratories

This section provides guidance to Faculties 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
- Faculty designated responsible person

These actions will be completed prior to the space being returned to the Faculty, handed over to another party or to E&FM as part of a Project.

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, e.g. fridges and freezers need not be emptied, and can be taped 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 either be sold or disposed of in line with the University's requirements, see the following for further information:

- [8.1.16 Specialist Equipment Removal and Sales](#)
- WMGN 17 – WEEE

For further assistance contact your local Environment Officer.

5.1.4 Decontamination of space

Recommendations for the decontamination process are available on the website:

- [Disinfection Guidance Sheet](#)

If you have any further questions contact your local H&S Lead.

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 (following all relevant compliance requirements)
- 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, Faculties 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 Ionising Radiation Regulations 2017 (IRR17)³.

For further support with this you can contact your Local H&S Lead and the Scientific Safety Advisor for the University.

5.3 Decontamination of equipment

For decontamination requirements, the individual/group should consult the [Disinfection Guidance Sheet](#). Appendix C: Equipment Decontamination Form should be completed and a copy kept with the equipment. If selling or disposing of the equipment a copy will need to be submitted with the WEEE/Furniture & Equipment Reuse forms.

6 Effects and actions of 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
Aug-21	3	Updated format, revised structure of academic units, inclusion of additional procedures

³ Source: <https://www.hse.gov.uk/radiation/ionising/index.htm>

Appendix A: Vacating/Handover of Laboratory Space Form

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

Name of person/group leaving			
Faculty/ Department			
Building name and room number			
Laboratory type			
Detail disinfectant used (where applicable)			
	Item	Y, N, N/A	Notes (provide as much information as possible)
1	Have items been disposed of in-line with university procedures?		
2	Please provide an inventory of equipment remaining in the lab space		
3a	Has all equipment remaining been decontaminated in line with guidance? Detail any remaining hazards.		
4	Have all manuals, keys and maintenance records been left? Who with?		
5	Have fume cupboards or other local exhaust ventilation systems 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	Has all cold storage been emptied and defrosted?		
7	Have all benches, cupboards, shelves and other accessible surfaces occupied been decontaminated and cleared?		
8	Has any safety signage applicable to your work been removed?		
9	Have any keys been 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.

Acknowledgement on behalf of CR	Signed	Date
I certify that the process has been managed by the Faculty 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			
Faculty / 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	Have chemicals been transferred to another member of staff (where applicable)? If so how?		
	Have chemicals been transferred to another site*? (to include name, new location, method of transport and any permits/licences required)		
	Have all remaining chemicals been disposed of in-line University WMGNs		
	Has the chemical inventory been updated to reflect changes		
Radiation	Have arrangements for the disposal, internal or external transfer of radioactive material been agreed with University Radiation Protection Officer (attach copy of arrangements) and submitted to the Radiation Protection Advisor (RPA)?		
Biological	Have stocks, cultures, samples etc. been transferred to another member of staff with an inventory of items (where applicable)? Please provide details.		
	Will any biological material be transported to another site*? Please provide details.		
	Has all biological waste been disposed of in-line with University procedures?		
GM	Will any GM material be transported to a new organisation*? If yes, provide details		
	Has a GM risk assessment been approved/accepted by the new organisation prior to transfer? If yes, provide details		
	Will any GM material remain at SU? If yes, detail project number and person/group transferred to		
	Has any material not transported or handed over been destroyed in-line with University procedure?		
Equipment	Has equipment been transferred to another member of staff? If yes, please provide details e.g. equipment type, manuals and service records		

Name of person/group leaving			
Faculty / 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)
	Provide an inventory of any equipment which will be transported with you to your new organisation. Equipment to be decontaminated prior to leaving site.		
	Has equipment been disposed of in line with University procedures?		
	Have gas cylinders/lecturn bottles been transferred to another member of staff?		
Gas cylinders and regulators	Provide a list of any gas cylinders / lecturn bottles which will be transported to a new organisation*.		
	Have all remaining gas cylinders/lecturn bottles been returned to supplier?		
Area	In shared laboratories – Have benches used been cleared and decontaminated?		
	Has LEV under the group's control been cleared		
	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.

Acknowledgement on behalf of Faculty	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)		
Faculty/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 :		
See ' Disinfection Guidance Sheet ' for more information.		
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.	