See Also: NISTIR 7941 Forensic Sciences Laboratories: Handbook for Facility Planning, Design, Construction, and Relocation. June 2013; ANSI/AIHA Z9.11-2008 Laboratory Decommissioning; The Decommissioning Handbook, 2004. Edited by Anibal L. Tabos et al.

ACTION BY:	***ACTION:***
	A. Phase 1 – Scope of the Laboratory Decommissioning
Environmental Management Section (SFE) Program Manager (PM)	1. **Determines** what laboratory space must be included in the decommissioning by considering the following: • The amount of DEA laboratory space in multi-tenant facilities. NOTE: Only DEA space in a multi-tenant facility is DEA's responsibility. • Future use of the laboratory space (e.g., building renovation, building demolition, etc.).
	2. **Investigates,** to the extent possible, the historical usage of chemicals and materials at the facility (e.g., use of radiation and mercury, historical processes, etc.) and **reviews** any previous environmental issues (e.g., spills, hazardous chemical use, legacy materials, etc.). • Interview long tenured staff members • Review hazardous waste manifests • Review of permits
	3. **Determines** the scope of the project based upon information gathered.
	B. Phase 2 – Laboratory Site Visit
SFE PM	1. **Assembles** team for the site visit to include an SFE PM, the laboratory Hazardous Waste Coordinator (HWC), General Services Administration (GSA) representative (if necessary), Facilities Operations Section (SAF) representative, and the laboratory director.
Decommissioning Team	2. **Evaluates** all spaces (e.g., laboratory, storage, administrative, engineering, etc.) seeking specific areas that will require additional attention (e.g., unmarked containers, evidence of spills, etc.).
	3. **Lists** items for removal and their locations, to include the following: • Fume hoods, related duct work and filters • Drawers from laboratory benches • Laboratory sink traps, p-traps and emergency shower drains • Ceiling tiles from laboratory spaces • Carpeting • Dedicated chemical lines

- HVAC filters
- All materials in laboratory which could absorb chemical residue/solvent fumes
- Stand-alone sinks used for chemical processing (e.g. photo processing room sink)

4. **Identifies** other areas that require investigation to determine if additional attention is required.

    - Vault doors
    - Raised doors
    - Multi-story chemical waste lines
    - Laboratory benches with integrated sinks
    - Acid neutralization tanks

5. **Inventories** all items which will be transferred to the new facility.

6. **Develops** an inventory and **plan** for disposal of all excess chemical materials that will not be transferred to the new facility.

C. Phase 3 – Scope of Work

SFE PM

1. **Develops** the scope of work (SOW) to be used by GSA for the decommissioning process. **Includes**:

    - Contractor minimum qualifications
    - Specific tasks that need to be completed
    - Individual equipment and infrastructure items that require removal
    - Site-specific special requirements which must be followed (e.g., state, county, local regulations, etc.)

2. **Submits** the SOW to SFAS and SFE for approval.

SFE

3. **Receives** approved SOW and **submits** the SOW to GSA for the solicitation process.

SFE PM

4. **Ensures** winning contract meets required specifications.

D. Phase 4 – Laboratory Preparation

LD

1. **Ensures** laboratory personnel survey all laboratory spaces (e.g., cabinets, drawers, chemical storage areas, fume hoods, etc.).

HWC

2. **Labels** excess or orphaned chemicals or materials as hazardous waste and **collects** them in the central accumulation area (CAA).

3. **Arranges** for hazardous waste pick up prior to the decommissioning work to ensure no excess, unwanted, or regularly generated hazardous waste is left on-site.

E. Phase 5 - Verification

SFE PM

1. **Reviews** contractor certification prior to visiting the site which states that the site has been decontaminated to all relevant industry standards.

2. **Evaluates** all spaces on-site to ensure that no hazardous or non-hazardous

solid waste is present.

3. **Verifies** all tasks listed on the SOW are complete.

4. **Provides** a copy of the certification document to GSA, along with a copy to SFE.

End of Document

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