



**University of Vermont  
Environmental Management Plan**

## **Laboratory Decommissioning Procedure**

Laboratories should be “decommissioned” when they are moved, renovated, closed or the laboratory supervision changes. The decommissioning process consists of an evaluation of the chemicals in the laboratory in order to determine whether specific uses can be found for them within the next year. Chemicals unlikely to be used in that time should be disposed of. The purpose of this work is to maximize the value of the laboratory space available and to prevent the accumulation of chemicals on unknown quality.

Laboratory supervisors or department chairs should follow the procedure below to request Environmental Safety Facility help with the decommissioning process.

- Fill out the information below and send it to the ESF at 655 Spear St., **at least 2 weeks prior to the laboratory moving date.** This information can be faxed to the ESF at 6-5407.
- If there are 20 or fewer chemical containers to be discarded, tag each one with a UVM Hazardous Waste Tag. If there are more than 20 chemical containers, contact the ESF for special assistance, call 6-5400.
- Unknown chemicals must be identified prior to moving. If you have unknowns, extra time must be allotted for the ESF staff to assist in identifying the chemical. Identifying unknown chemicals can be very expensive and time consuming, so please make every effort maintain the integrity and accuracy of chemical labels and collect any information possible about the unknown chemical.

If you have questions about this procedure, call the Environmental Safety Facility at 6-5400.

Department: \_\_\_\_\_

Lab Supervisor: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Building / Room of Lab Moving From: \_\_\_\_\_

Building / Room of Lab Moving To: \_\_\_\_\_

Have you decided which chemicals you want disposed of as waste?      Yes    No

Have these wastes been tagged?      Yes    No

Date that you prefer that your chemicals be moved: \_\_\_\_\_

Is refrigeration needed for the material to being moved?      Yes    No

If yes, when will refrigerators be available to receive them? \_\_\_\_\_

Additional Information: