Code of Practice and Guidance Note

July 2020

Vacating Premises

‘It is the policy of the University that departments, institutions or faculties vacating premises have the sole responsibility for leaving the building in a clean and safe condition’

The following guidance notes are intended to assist departments, institutions and faculties to comply with the above policy statement.

Occupational Health and Safety Service
HSD022M (rev 6)

UNIVERSITY OF CAMBRIDGE

PROCEDURES FOR VACATING PREMISES

- The University as an organisation has a legal duty to safeguard the health, safety and welfare of its staff, students and any members of the public who may come into contact with the effects of the University's work.

- When vacating premises, the outgoing occupier must eliminate or reduce to as lower level as reasonably practicable any risks to health of any person entering that property at a later date. If any risk cannot be eliminated, notification of a hazard must be made to Estate Management (EM) at an early stage when contingency plans can be made.

- This is especially important if the building is due to be refurbished by a contractor or by EM. The Construction (Design and Management) Regulations are quite specific in requiring that anyone involved in a project 'can do so safely and without risk to health'. This requirement also encompasses persons not in the employment of the University.

- Public perception of the work of the University can be influenced by what is left behind during a move and may have security implications.

- The University has in the past incurred substantial expenditure monitoring and decontaminating space that has proved to be unsafe during refurbishment work. This has a double effect as any delay in building work incurs an additional cost as well as potentially putting back completion dates which can then affect the new occupier very considerably. In extreme cases a building project can be mothballed until a new scheme is worked up following decontamination.

- Most of the following points will also apply during "temporary" vacations during construction/refurbishment when parts of a department or faculty are vacated.

This document is divided into four major parts: -

Part 1:

Includes various aspects of *physical management* relating to the premises and property therein.

Part 2:

Covers the *systems management* relating to notifications to various authorities and other bodies.

Part 3:

Deals with the *retention and transfer of records*.

Part 4:

Appendices and Acknowledgements.

Please Note.
Non-exhaustive checklists are included in Parts 1 – 3 along with expanded guidance notes.
It is very likely that situations will vary but the checklists may give some help to focus on specific issues. Departments should personalise these documents to reflect their project.
A ‘countdown to move’ plan would assist staff preparing for a move. For example ‘things to do at 3 months / 3 weeks / 3 days’ prior to the move.

Part 1

Physical Management

Controlled Waste: Definition of 'Duty of Care'

Section 34 of the Environmental Protection Act (EPA) imposes a 'Duty of Care' on people who are responsible for waste. This duty applies to any person, who produces, imports, carries, keeps, treats or disposes of controlled waste.

Breach of the Duty of Care is an offence, and if found guilty, penalties can now include an unlimited fine and / or a prison sentence.

It is the responsibility of each individual to ensure that their waste is being dealt with in accordance with these regulations.

The 'Duty of Care' requires any person disposing of waste to take all reasonable measures to:

- Prevent the unauthorised or harmful disposal of waste by another person.
- Prevent the escape of waste from your and any other person's control.
- Ensure that when waste is transferred, it is only transferred to an 'authorised person' and is accompanied by a written description of the waste.
- For non-hazardous waste, this is generally a **Waste Transfer Note** (WTN) and for hazardous waste, a **Consignment Note**. Both waste transfer documents are legal requirements.

It is therefore essential when disposing of waste from University premises that:

- Any contractor engaged is registered as an Environment Agency Registered Waste Carrier. Please contact the Environment Office if you are unsure about how to confirm this.
- The waste is only taken to a properly licensed disposal or reprocessing facility covered by a 'Waste Management Licence' issued by the Environment Agency (EA).
- The waste transfer note or hazardous waste consignment note must contain an accurate description of the waste, including the relevant European Waste Catalogue (EWC) Code, a premises code if the waste being disposed of is hazardous and a SIC Code. The document should be signed by both the contractor and the person responsible for disposing of the waste.
- If in doubt contact either the Environment Office at EM or the Safety Office.
- A copy of the waste transfer note for general waste must be kept for 2 years.
- A copy of the hazardous waste consignment note must be kept for a minimum of 3 years.

All waste can now be categorised using a six digit European Waste Catalogue (EWC) Code. The complete list is extensive, but here are a few of the most common EWC Codes relevant to general waste. http://wastesupport.co.uk/ewc-codes/

15 01 04	Empty paint tins and aerosol cans
15 01 11*	Empty gas cylinders
16 02 11*	Discarded electrical equipment containing CFCs e.g. Fridges
16 06 01	Lead acid batteries
20 01 21	Fluorescent Tubes
20 01 35*	Discarded electrical & electronic equipment
20 03 01	Mixed municipal waste

There are specific requirements for the handling and disposal of radioactive waste under the Environmental Permitting Regulations.

General

1. The Duty of Care, for waste, as documented by the Environmental Protection Act 1990 (EPA 90), is applicable to **everybody**; and above all, the whole process of waste generation should be given careful consideration in order to reduce the amount of waste initially generated. The duty of care begins with the person who generates the waste and responsibility cannot be delegated.

2. **All premises must be handed over in such a state that any incoming occupants, who are carrying out similar work activities to the vacating personnel, could immediately move in without having to resort to any further clearing, cleaning or decontamination actions.**

Disposals and Transfers

1. Chemicals. All chemicals must be removed from the premises prior to vacation. The University Chemical Safety Adviser should be consulted in the first instance. **All** unwanted chemicals must be disposed of using the Hazardous (Chemical) Waste Disposal Service as administered by the Safety Office and under no circumstances are any chemicals to be tipped down the sinks, drains etc. All disposals, transfers and/or transport of chemicals must be done in accordance with the relevant legislation and ensuring any reporting requirements are followed.

2. Radioactive materials and waste. The Radiation Protection Supervisor (RPS) from the department or unit must consult the Radiation Protection Officer (Radiation Protection Adviser and Radioactive Waste Adviser under the relevant legislation) on how to proceed with the disposal of sealed, unsealed radioactive sources and any contaminated items. Disposal of any radioactive material to drain must be agreed with the RPS prior to any disposal (and if the sub-permit limits are not sufficient, the RPA/RWA must be consulted). Good planning is essential as these have the potential to involve or affect others and are subject to legal controls. The RPA/RWA must also be consulted regarding disposal of equipment which may contain radioactive sources (for example, some liquid scintillation counters) or which may be contaminated. HSD159R ‘Decommissioning of Laboratories used for Work with Unsealed

Radioactive Sources' sets out further requirements for decommissioning of radiation areas.

3. Biological agents. The department's Biological Safety Officer (BSO), or where appropriate the School's Safety Officer, should always be contacted for specific advice, especially if there is a requirement to dispose of or transport biological material. Accordingly, disposals and transfers of samples must be done with attention to appropriate legislation and reporting requirements. The School Safety Adviser can be consulted for advice in any case of doubt or unavailability (see Safety Office website).

4. General waste. 'General waste' or 'controlled waste' disposed of by skips should be carried out by an Environmental Agency registered waste carrier. They should supply a waste transfer note which should contain the following information:
    - SIC Code (For the University it is currently 80.30/3 – Post Graduate Level Higher Education).
    - An accurate description of the waste including European Waste Catalogue (EWC) Code.

    The waste transfer note should be signed by both the consignee (you) and the consigner (contractor). There is a legal requirement to keep the waste transfer note for two years.

    The Hazardous Waste Regulations implemented in 2005 classify many previously non-hazardous wastes as hazardous, for example fluorescent tubes and CRT monitors.

    Please ensure that non-hazardous waste is not disposed of with hazardous waste as this has a direct impact on the University and the environment.

5. Hazardous waste. 'Hazardous waste' must be disposed of in accordance with the Hazardous Waste Regulations (as amended) 2005. These regulations are intended to improve the management of hazardous waste transfer and disposal. The regulations use consignment notes in order to track hazardous waste to its final disposal destination. A consignment note must contain the following information:

    - SIC Code (For the University it is currently 80.30/3 – Post Graduate Level Higher Education).
    - An accurate description of the waste including European Waste Catalogue (EWC) Code.
    - A premises code, assigned by the Department/Institution following University guidance (see Safety Office website).

    The Hazardous Waste Consignment Note should be signed by both the consignee (you) and the consignor (contractor). There is a legal requirement to keep the consignment note for a minimum of three years.

The European Waste Catalogue (EWC) is a register of all current wastes produced. Each waste type is allocated a six digit number. If the waste is classified as hazardous the EWC Code will have a * next to the number.

There is a duty of care to ensure that hazardous waste is disposed of appropriately, failure to do this can lead to prosecution.

Remember: You are legally bound to ensure the person removing your waste has a license to do so!

6. Fridges & Freezers. 16 02 11*. Redundant fridges are now classified as Hazardous Waste, and must not be disposed of unless the Ozone Depleting Substances (ODS) have been removed from the cooling system and the insulation foam. Specialist contractors should carry out this work.

   Any fridges awaiting collection should be emptied and cleaned. Decontamination Certificates should be provided to confirm the absence of harmful or infectious material. Where there is a possibility of unauthorised persons gaining access, measures must be taken to prevent children being trapped inside. This could be by removing the fridge door completely, or by removing the rubber door seal and taping the door shut. Any mechanical latches should be removed prior to storage.

   Fridges and freezers can if absolutely necessary be disposed of by contacting the University Chemical Safety Adviser. A fridge disposal application form should be completed, it can be found on the Safety Office website. However Departments/Institutions will be charged for this service (including a nominal administration fee, which includes the cost of the consignment note).

7. Waste Electrical and Electronic Equipment (WEEE). 20 01 35*. Will need to be disposed of in accordance with the WEEE Regulations. All electrical equipment must be segregated prior to disposal and then treated and disposed of in a responsible manner.

8. Construction Waste. Any inert waste must be removed to landfill using an appropriate contractor and licenced skip provider. Quality construction firms will have a policy of reclaim, reuse, recycle.

9. Furniture. Any furniture left behind must be in a condition that will allow the new occupants to use it and **any items that are to be left behind must be agreed with the new user.** If a refurbishment project is taking place any remaining furniture must be stored at the new user's cost to avoid hindering the refurbishing contractor.

10. Fire equipment. If the premises being vacated are allocated to another University department, then all fire extinguishers are to be left in their present location. If the premises are to be refurbished the Fire Safety Office at EM should be contacted who will arrange to remove them. Contractors are expected to supply their own fire extinguishers. Premises being vacated by an embedded company may be subject to different arrangements under the terms of their contract, and advice from EM should be sought. In **all** cases the Fire Safety Office must be contacted to advice on the correct procedures for either isolating the alarm system or leaving it operating. Please note that all

fire certificates, fire risk assessments, log books and hazard wallets must be returned to the Fire Safety Office in EM.

11. Oils and lubricants. Should there be an oil storage tank, of any description, on the premises the amount of oil within it should be recorded and the integrity of the tank should be checked to prevent accidental spillage or leakage. Any other oils and lubricants that are to be disposed of should be done in accordance with the Chemical Waste Policy on the Safety Office website.

12. Animal facilities. Responsibility for the removal of animals rests with a number of people, including the certificate licence holder for the registered premises, project licence holders, named veterinary surgeons and named animal care or welfare officers (if appointed).

    Any transfer of animals is covered by the Animals (Scientific Procedures) Act, and as such permission must be sought from the Home Office at least two weeks prior to the proposed move. The named veterinary surgeon must sign the appropriate documentation regarding the fitness of the animals. The Home Office needs to be informed and a procedures register submitted along with past licences and certificates once the unit is closed and cleaned.

    Should the closure of animal facilities not involve the transfer of animals, the project licence holders are responsible for the humane killing of any animals designated to their project. Thereafter, animal cadavers, soiled bedding and uneaten food should be incinerated by licensed operators.

Decontamination

1. General laboratories. It is recommended that all equipment is removed, however, anything left behind should be completely decontaminated (Appendix A&B) using appropriate methods for any likely contaminants. Unwanted materials for removal by others should be clearly labelled (Appendix C). Please note that the vacating department is responsible for any organisation and cost. Electrical equipment must be isolated. Benches must be cleaned and free from any contamination (refer to specific Safety Office guidance on particular hazards, and Appendix D provides a summary of practical arrangements for removal of materials and cleaning of laboratories). It is advisable, particularly in older style laboratories and buildings, that a check is done for mercury contamination (the Safety Office can help with environmental monitoring). The asbestos register records cases of suspect material located around the University and this register must be consulted in advance of the move prior to salvaging shelving and other fixed units on walls. Where asbestos is present or suspected, advice should be sought from EM before proceeding. Once cleared a prominent notice should be displayed stating the laboratory is clean and giving the status of any utilities (i.e. gas, water, electricity).

2. Refrigeration Equipment. Refrigerators and freezers must be cleaned, emptied and left in a safe state with a copy of a signed decontamination certificate, a form of which can be found at Appendix A to this section, or at http://www.admin.cam.ac.uk/offices/em/sustainability/environment/guidance/. If any refrigeration equipment requires disposal, the Safety Office must be contacted to ensure that the equipment and the CFCs it contains are disposed

of in accordance with legal requirements and University policy. In some cases disposal can be done through the University Chemical Safety Adviser at the Safety Office.

3. Radioactive materials. HSD159R 'Decommissioning of Laboratories used for Work with Unsealed Radioactive Sources' must be followed and the RPA/RWA must be consulted. Separate detailed documentation is needed in addition to the general decontamination certificate referred to in appendix B. All storage and work areas used for radioactive substances and waste must be monitored appropriately by a competent person (normally a suitably experienced RPS, but contact the Safety Office if an appropriate person is not available). If necessary decontamination must be carried out following advice from the RPA/RWA.

4. Fume cupboards. All fume cupboards must be decontaminated and emptied of all materials. Utility supplies (water and gas) should be switched off. Any independent inspection certificates must be given to EM.

5. Gas cylinders. Initial contact should be made with the supplier to see if rental is being paid. In the unlikely event that the supplier will not collect the cylinders, then the University Chemical Safety Adviser can arrange for disposal at a substantial charge to the disposing department.

6. Biological Containment Laboratories. The Departmental Biological Safety Officer (BSO) will be the person responsible for overseeing this operation. Laboratories will require an appropriate level of cleaning and disinfection, including sink traps, room filters. The level of containment and the nature of the activities within the lab will determine the extent of cleaning and disinfection. Typically, for CL1/2, a broad spectrum surface disinfectant will be used on floors, benches and walls. Sink traps must be disinfected and flushed. In higher containment facilities, specialist disinfection procedures for rooms, ductwork and filters may be required. Any containment equipment left in-situ e.g. microbiological safety cabinets, must carry a decontamination/fumigation certificate. It is not expected that laboratory staff will carry out the removal of such items. Ducting and filters will have to be tested, and if necessary, removed by a qualified engineer depending on the service contract. Once decontaminated all cabinets should have a dated certificate attached.

7. Oil storage tank and bunds. If the premises contain an oil storage tank, the EM and the University Environmental Office should be contacted prior to the vacation of the premises, in order to arrange an inspection of the tank. If the premises are to be vacant for a considerable period, then any remaining fuel in the tank should be removed by an authorised contractor, and the area left free of any opportunities to cause a pollution incident.

8. Sinks and associated drainage. In cases where it is known that there have been discharges of chemicals to the drains, there may be a requirement for all of the related sink-traps and pipe work to be decontaminated. In the first instance, the Safety Office and the Environmental Office should be contacted for advice. EM must be advised before drain removal occurs.

9. Land. Prior to departure the vacating department must consult either the Environmental Office at EM or the Safety Office. This is in order to ascertain if there is any likelihood of contaminated land constituting part of the premises. Consequently it may be necessary to conduct further investigations to determine the nature and extent of any contamination. If contamination is confirmed then remediation of the site must be undertaken to remove any unacceptable levels of contamination. This process is regulated, in the first instance, by the local authorities who will monitor it to completion. Copies of any documentation must be passed to the Environmental Office at EM.

10. Fixed equipment, large centrifuges for example, should only be dealt with by competent service engineers. A suitable, appropriate, risk assessment must be carried out and given to the engineer prior to work commencing. An agreed method statement should be determined and written down. Some older equipment such as ovens and incubators may contain asbestos as insulation or as gasket materials. The asbestos management unit at EM must be consulted if asbestos is suspected. Asbestos should **NOT** be taken into new buildings.

11. Doors and windows should be shut and secured and any shutters closed.

Cleaning of Animal Accommodation prior to Major Refurbishment by Outside Contractors

1. Prior to any contractors entering accommodation that has housed animals, the animals will have been removed, cages removed and area cleaned.

2. The rooms will be thoroughly cleaned using a Class H industrial vacuum cleaner with HEPA filter and as much surface material as possible cleaned off, before being washed down with an appropriate disinfectant (e.g. Virkon) made up in accordance with suppliers instructions. It is necessary to wash walls, windows and all surfaces thoroughly. A risk assessment and a standard operating procedure will be required.

3. The final course of action necessary to provide the assurances for the contractors is to spray a compatible, broad spectrum disinfectant, onto walls and surfaces, and then allow to stand for a day. Alternatively, whole room disinfection may be conducted using vaporised hydrogen peroxide (where facilities can be safely isolated) or through use of other disinfectant 'fogging' machines. These methods allow the selected disinfectant to penetrate all parts of the room, particularly inaccessible areas such as behind service ducts and similar. A specific risk assessment would be required, that addressed the issues of 'fogging'. This is typically carried out as a service by an approved contractor. If the animal facility has been used for pathogens or genetically modified microorganisms, the Biological Safety Officer should be consulted.

4. It will then be possible for the Department to provide a clearance certificate to the effect that cleaning and disinfection has been carried out in accordance with the above schedule. The certificate will be in the form of a letter from the

Department, signed by an appropriate person such as the Head of Department or section, and passed to the appropriate EM Project Manager.

5. During the initial stages of any refurbishment work, high dust levels are generated, therefore, as an added precaution to any persons carrying out demolition or dismantling work, the wearing of properly fitted, and appropriate, dust masks for the job is considered essential, and it is expected that contractors engaged for such work will follow this advice. For further information on respiratory protection for University personnel see the Safety Office website guidance document ‘The Selection and Use of Respiratory Protection Equipment (RPE) HSD009C.

6. A draft schedule can be included with any instruction issued to a contractor by EM.

PART ONE

MATERIALS AND PREMISES

CHECKLIST

Disposal, transfer or decontamination	Category	Applicable
Disposals or transfers	Chemical liquids	
	Chemical solids	
	Disposal of Asbestos containing material / equipment	
	Sealed radioactive sources	
	Unsealed radioactive sources	
	Biological agents	
	Contaminated equipment	
	General Waste (Controlled Waste)	
	Hazardous Waste	
	Fridges and Freezers	
	Waste Electrical & Electronic Equipment (WEEE)	
	Construction i.e. inert waste	
	Unwanted/broken furniture	
	Fire extinguishers/Gas Cylinders	
	Oils and lubricants	
	Animal facilities	
Decontamination	General laboratories	
	Radiation labs and storage areas (stocks, waste and disposal sinks)	
	Fume cupboards	
	Animal facilities	
	Containment facilities	
	Oil storage tanks and bunds	
	Sinks, sink traps and associated plumbing	
	Lockers/stores	
	Land	
	Watercourses	

Part 2

Systems Management

General

When a department or unit vacates any premises, it may be necessary, depending on the type of activity carried out, to inform various individual statutory bodies that specific types of work will cease on a certain date. This will certainly apply to stand-alone departments, and may also apply to embedded units in host institutions, depending on local agreements.

Where a unit or department occupies premises in a host institution the proposed vacation must be discussed with the host at the earliest opportunity, in order to ensure that the accommodation can be left clean and free of any hazard associated with the work to the satisfaction of the hosts. In addition, the responsibility for notifying the relevant authorities, agencies and any other bodies with respect to the activities of the unit or department may rest with the host institution, depending on the local agreement. At the end of this procedure the unit or department will require the host to provide written confirmation that the host has resumed responsibility for areas previously occupied by University staff.

The Safety Office, the Environmental Office and EM should all be involved in this process. Once a unit or department has vacated the premises, any outstanding problems or subsequent discoveries may well present unnecessary difficulties, and costs, which may have been avoided.

Radioactive materials

Following discussions between a department and the Safety Office, the Safety Office will make any necessary notifications to the Environment Agency and HSE. The RPA/RWA must be consulted and departments **should not** contact the EA or HSE themselves**.**

It is vital that the requirements of the legislation are followed including retention of records long term, as the process for surrender of an Environmental Permit will require reference to historical documentation. The decommissioning documentation will therefore need to be retained long term by both the department and the University Safety Office and should be shared with any other relevant parties (e.g. another employer if handing an area over to that employer).

Biological agents

The HSE may require notification if work involving the use of any biological agents is going to cease, including any genetically modified organisms or microorganisms (GMOs or GMMs). The Departmental BSO and School Safety Officer, where appropriate, or the Safety Office will give advice on these matters. For GMO/GMM work, independent units or departments will have their own centre registration number from the HSE. Those units embedded within host institutions may be registered through the host. In this case the BSO of the host must be informed. Re-location of the work requires that the HSE be notified of the change. If a unit is being closed, but work is continuing elsewhere, then the HSE must be informed of both the change in status and place of work (if applicable). The registration number should be quoted in any correspondence regarding changes in GMO/GMM working practices. If the unit or department is the sole occupier of a site using or storing human pathogens of Hazard Group 2 or above, the HSE must be informed of the cessation of work. This may not be required where other employers remain active in work with pathogens on the site. Similar provisions may apply for notifying DEFRA, where animal and plant pathogens have been held or used under the appropriate licences. Similarly, the local CTSA must be notified where ATCSA, Schedule 5 pathogens have been stored or used.

Part 3

Records (retention and transfer)

Certification as required under Decommissioning of Laboratories used for Work with Unsealed Radioactive Sources
The certification and all associated information relevant to the decommissioning must be retained indefinitely or as agreed in writing by the Environment Agency.

Radioactive material stock records and sealed source records
These are primary records and as such must exist for the life of the department unless otherwise advised by the RPO/RPA.

Routine monitoring and radioactive contamination records
Any records/reports (including before and after monitoring) of spillages of any radioactive substances resulting in surface contamination must be kept. Such incidents must be reported to the Safety Office at the time of the incident together with monitoring data. Incident/monitoring records retained as advised by the RPA/RWA.

Radiation monitoring equipment records
Calibration checks and service documents should be kept with routine contamination monitoring records for at least 2 years.

Health surveillance and exposure records
Arrangements must be made through Occupational Health for these records to be archived, where:

1. Staff members have been required to undergo periodic health surveillance checks under Regulation 11 of the Control of Substances Hazardous to Health (COSHH) Regulations i.e. for work with animals and the associated risk from allergies or carcinogens.

2. Staff records have been kept of all those working with biological agents under Schedule 3 of the COSHH Regulations.

3. Records have been kept of classified radiation workers under the Ionising Radiation Regulations (IRR).

Accident and investigation records
These will be archived at the Safety Office.

Risk assessments
Those applicable to continuing projects must be retained. Recent (within the last 10 years) risk assessments should be archived.

Training records
Arrangements should be made either through the Human Resources Division or in Departments for these to be placed in individuals' files. Individuals are encouraged to hold the original record for their own CPD (Continuing Personal Development).

Consignment notes (Hazardous Waste)
Hazardous waste consignment notes must be kept for a minimum of 3 years.

Waste transfer notes (General Waste)
Waste transfer notes for general waste should be completed and kept for 2 years.

Fridges and freezers – free from contamination
A 'free from contamination' certificate should be completed for fridges, and signed by the head of the outgoing department (see Appendix A). A copy should be retained.

Building Health and Safety File (Operations and Maintenance Manual)
Must be handed over to new occupants as it is a 'Live' document for that property. Further alterations, improvements or refurbishment must be added to the file.

PART THREE

RETENTION AND TRANSFER OF RECORDS – CHECKLIST

Note that these may vary depending on specific legislative requirements and records need to be shared as appropriate between relevant parties – consult the relevant specialist adviser

Type of record	Applicable	
	Retention Period	Check ✓
Radioactive stock and disposal records for sealed and unsealed sources – indefinite retention unless advised otherwise in writing	Life	
Contamination records and radiation decommissioning records -– indefinite retention unless advised otherwise in writing	Life	
Radiation monitoring equipment records	2 years	
Health surveillance and exposure records	Life	
Accident and investigation records	5 years	
Risk assessments	Life	
Training records	Life	
Consignment notes (Hazardous Waste)	3 years	
Transfer notes (General Waste)	2 years	
Fridges – free from contamination	Equipment life	
CDM health and safety file	Life	

UNIVERSITY OF CAMBRIDGE

USEFUL CONTACTS AND FURTHER INFORMATION

Organisation	Address	Telephone	Website
University Safety Office	Greenwich House Madingley Road Cambridge CB3 0TX	33301	http://www.safety.admin.cam.ac.uk/
University Environment Office	Greenwich House Madingley Road Cambridge CB3 0TX	39534 66758	http://www.environment.admin.cam.ac.uk/
University Fire Safety	Laundry Farm Barton Road Cambridge CB3 9LH	37822	http://www.em.admin.cam.ac.uk/operating-estate/health-safety/fire-safety
University Asbestos Manager	Laundry Farm Barton Road Cambridge CB3 9LH	61601	http://www.em.admin.cam.ac.uk/operating-estate/health-safety/asbestos
University Maintenance Help Desk	Laundry Farm Barton Road Cambridge CB3 9LH	37784	http://www.em.admin.cam.ac.uk/operating-estate/estate-maintenance
Health and Safety Executive (HSE)			www.hse.gov.uk
Environment Agency (EA)			www.gov.uk/government/organisations/environment-agency

Part 4

Appendices and Acknowledgements

Guide to Vacating Premises
Part 1 Materials and Premises

UNIVERSITY OF CAMBRIDGE

EQUIPMENT DECONTAMINATION CERTIFICATE
for equipment to remain in a vacated area

Location: _____

Department: _____

Type of Equipment: _____

Make and Model: _____

Serial Number: _____

Tick one of the following to confirm:

☐ This is to certify that the above equipment has been thoroughly decontaminated in accordance with the guidelines published in the 'Guide to Vacating Premises'. A notice should be attached to the equipment stating how the decontamination was completed and what materials were used. It should also state why the decontamination was necessary.

☐ Complete decontamination is not possible, but the equipment is remaining in the area on approval by an appropriate specialist adviser at the Safety Office. Detailed correspondence must be appended to this certificate, and a suitable notice must be attached to the equipment as advised by the Safety Office.

Name (block capitals): _____

Position: _____

Signature: _____

Date: _____

Contact Details: _____

_____

_____

_____

_____

Appendix B

UNIVERSITY OF CAMBRIDGE

Decommissioning Certificate

It is the responsibility of the Head of Department to ensure that all laboratory areas, grounds and rooms vacated are safe from chemical, radioactive and/or biological contamination. On a practical basis this task should be delegated to the laboratory manager with assistance from other suitably qualified and experienced staff as needed, but the HoD must be aware of their responsibility and countersign this document.

Please complete the sections below.

1.	This laboratory area/room/rooms* which was used for chemical/radiation/biological work as part of the University of Cambridge (department/unit) ……. is no longer occupied by the above named unit or department.

2.	All chemical, radioactive and/or biological* materials have been removed.

3.	All the facilities in (1) above including fixtures such as sinks/fume cupboards/ microbiological safety cabinets/benches* have, as far as is reasonably practicable, been cleaned and are free from surface contamination.

Additional notes: e.g. How did you achieve/monitor/sample etc. Methods of cleaning and testing.
Append other certificates and further information as applicable.
A separate detailed decommissioning certificate is required for radiation areas (HSD159R Decommissioning of Laboratories used for Work with Unsealed Radioactive Sources).

LABORATORY MANAGER NAME SIGNATURE DATE	
HEAD OF DEPARTMENT NAME SIGNATURE DATE	

* delete as appropriate

UNIVERSITY OF CAMBRIDGE

Name of department

INSPECTION, SERVICING OR REPAIR OF CLINICAL AND LABORATORY EQUIPMENT CLEARANCE CERTIFICATE for equipment to be removed from an area

Section 1 Please enter all details

Name …… Room No: ……
Make and description of equipment/items ……
Model/Serial No: ……

Section 2 If this equipment has been used with

A.	**Biohazardous material**	**Yes/No**
B.	**Hazardous Chemicals**	**Yes/No**
C.	**Radioactive Materials**	**Yes/No**
D.	**Or other potentially infective circumstances**	**Yes/No**

If 'YES' to any of the above, please indicate how it has been decontaminated in preparation for inspection, servicing or repair in the following manner – refer to consultation with specialist advisers as applicable including advice on any remaining contamination that cannot be removed:

1. ……
2. ……
3. ……

Section 3 Certification:

I hereby certify that appropriate decontamination procedures have been carried out on the above item(s) of equipment.

Name (Please print, clearly) …… Signature ……
Position Held ……
Telephone No: …… Date: ……

Section 4 This form should be used by any University department and completed by the APPROPRIATE AUTHORISED PERSON

1. **When sending equipment for inspection, servicing or repair to any other department (e.g. Workshops) and for relocation to a new laboratory.**

2. **When sending equipment for inspection, servicing or repair to an outside manufacturer, contractor or supplier.**

Summary of practical arrangements for removal of materials and cleaning of laboratories

Investigators vacating facilities or relocating within the system are responsible for leaving laboratories in a state suitable for re-occupancy or renovation.

GENERAL HOUSEKEEPING

- Notify EM of move and ensure new space is cleared for occupancy and all rubbish removed. Any building documents (Health and Safety File) give to EM.
- Broken or unwanted glassware and non-contaminated sharps removed from laboratory in rigid, puncture resistant containers.
- All laboratory equipment and supplies are to be decontaminated before removal from laboratory (unless department arrangements have been made for storage or transfer to new occupants).

BIOHAZARDOUS MATERIALS

- Disinfect work surfaces that may be contaminated with biological agents with a suitable disinfectant.
- Disinfect or autoclave all potentially bio hazardous waste and remove from laboratory, including sharps containers.
- Remove all media and supplies from drawers, shelves and cabinets.
- Microbiological safety cabinets require professional decontamination prior to moving and re-certification after the move. Contact your local BSO or DSO for details.

RADIOACTIVE MATERIALS

- Follow the specific requirements set out in HSD159R 'Decommissioning of Laboratories used for Work with Unsealed Radioactive Sources'
- Following advice from the RPA/RWA, survey facility and equipment for contamination using contamination monitor and/or wipe test depending on the radionuclide(s) concerned. Records for retention to be given to RPS.
- Clean surfaces and equipment until contamination cannot be detected. If difficulty is experienced contact (through dept. RPS) the RPA/RWA at the Safety Office.
- Arrange, through your departmental RPS for collection and disposal of any radioactive waste and any contaminated items in consultation with the RPA/RWA.

CHEMICAL SAFETY

- All laboratory chemicals, including wastes, safely removed from laboratory.
- Remove all empty bottles and cans. They should be empty, thoroughly cleaned, the label defaced, and the cap removed before placing in regular waste disposal.
- Remove bench coat and disposable liners/covers from work surfaces.
- Laboratory bench tops should be wiped down thoroughly with either a warm soap solution or if needed a 50/50 solution of Isopropyl Alcohol and water with 5% Decon; as appropriate.
  If any solvent or toxic volatile chemical is used it should be in the minimum volume required, the room well ventilated and appropriate Personal Protective Equipment must be used (as a minimum safety glasses, gloves and lab coat / overalls). Contaminated wipes must be treated as hazardous waste in the normal way.
- All debris should be removed from the fume hoods and the surfaces wiped down.
- Run water into all sinks and floor drains to flush and fill traps.
- If Perchloric Acid has been used in a chemical fume hood then the University Chemical Safety Adviser and EM should be contacted.

Final clearance and survey will be conducted by EM when all clearance requirements have been met. Contact EM enquiries at (3)37770.

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