PURPOSE

1.1. To ensure that laboratories are left in a safe condition for re-occupancy or renovation.

1.2. To provide Principal Investigators / Supervisors with an organized and systematic process for vacating laboratory area(s) to ensure that hazardous materials, wastes, supplies, furniture and equipment are disposed of or distributed properly.

SCOPE

1.1. The Laboratory Check-Out Standard and accompanying Laboratory Check-Out Procedure (see References) apply to individuals that are assigned by their respective faculties to laboratory area(s) that need to be vacated, including supporting areas such as cold rooms, environmental chambers, storage areas and equipment, shared facilities, and common areas.

RESPONSIBILITIES

Department Heads and Directors

- Ensure that the Laboratory Check-Out Standard is implemented as required in their areas.
- Sign and date the Laboratory Check-Out Procedure once all the required actions have been completed.
- Retain a copy of the completed Laboratory Check-Out Procedure for vacated area(s) as sent by Environment, Health & Safety.

NOTE: The Department may be held financially accountable for any orphan hazardous materials, (including unknown wastes), as well as equipment not disposed of or transferred in accordance with this Standard and Procedure.

Principal Investigators (PI) / Supervisor

- Initiate required actions of the Laboratory Check-Out Procedure in a timely manner. The process of vacating laboratory area(s) should be initiated at least 4-6 weeks prior to the departure date by notifying an EH&S representative.
- If applicable, initiate clearance for radioactive laboratories from the Radiation Safety Officer.
- Ensure that all transfers of equipment are documented and the recipient PI / Supervisor signs the Equipment Transfer List.
- Ensure documentation relating to equipment transfers/disposals is retained with the Laboratory Check-Out Procedure.
- In the absence of documentation the donor PI / Supervisor retains all responsibilities and obligations for the donated chemicals and equipment.
• Sign and date the Laboratory Check-Out Procedure once all the required actions have been completed.
• Submit the completed Laboratory Check-Out Procedure to the Department Head / Director (if applicable) for signature(s).
• Retain a copy of the completed Lab Check-Out Procedure for vacated area(s) as sent by Environment, Health & Safety.

**Individual(s) Performing Clearance**

• Initiate required actions of the Laboratory Check-Out Procedure in a timely manner.
• Keep the PI / Supervisor apprised of the status of the required actions.
• Initial and date all sections on the Laboratory Check-Out Procedure as they are completed; for those sections not applicable to mark as N/A.
• Sign and date the Laboratory Check-Out Procedure once all the required actions have been completed.
• Request signature from the PI / Supervisor on required actions in the Laboratory Check-Out Procedure once actions are completed to the satisfaction of the PI / Supervisor.

**Environment, Health & Safety**

• Perform laboratory clearances in a timely manner after being notified by the Individual(s) Performing Clearance and/or the PI of the completion of all sections and signatures on the Laboratory Check-Out Procedure.
• Sign and date the Laboratory Check-Out Procedure once all vacated area(s) have been cleared successfully.
• Email Individual(s) Performing Clearance, PI / Supervisor, Department Head/ Director (if applicable) and others as required the completed Laboratory Check-Out Procedure and any accompanying documentation.
• Retain original copy of the completed Lab Check-Out document and accompanying documentation for our records.

**DEFINITIONS**

**Principal Investigator (PI) / Supervisor**

• All staff employed by the University of Calgary who have been assigned laboratory space/area(s) by their respective Faculties/Institutes/Departments.

**Individual(s) Performing Clearance**

• Individual(s) employed by the University of Calgary who have been delegated by the Principal Investigator (PI) / Supervisor and/or the Department/Faculty or Institute to complete actions outlined in the Laboratory Check-Out Procedure.
SUGGESTED LISTS

Chemical Disposal/Transfer List required columns:
- Container Name
- CAS Number
- UCC Barcode
- Storage Unit
- Container Size
- Container Unit
- Laboratory Requesting Container

Equipment Disposal/Transfer List required columns:
- Equipment Description
- Quantity
- Model Number
- Serial or UofC Inventory Tag Number
- Condition (Operable/Inoperable/Obsolete)
- PI Requesting Equipment (Print Name)
- PI Signature
- Date signed

REFERENCES

Equipment Disposal Request Form
Supply Chain Management / Distribution Services / SCM service request forms

Furnishing Service Request Form
Supply Chain Management / Distribution Services / SCM service request forms

Hazardous Materials Disposal Handbook
Environment, Health and Safety / Hazardous Materials services / HAZARDOUS WASTE DISPOSAL

Laboratory Check-Out Procedure
Environment, Health and Safety / LAB SAFETY / Laboratory Safety Manual / Rules and Procedures

Movement of Hazardous Materials
Environment, Health and Safety / LAB SAFETY / Laboratory Safety Manual / Rules and Procedures

Safety Bulletin WHMIS Requirements
Environment, Health and Safety / LAB SAFETY / Laboratory Safety Manual / Communication and Information