

Western University Laboratory Transfer Guidelines



Introduction:

These guidelines outline the procedures that are to be followed at Western University to ensure that laboratory space is reassigned, transferred or handed over to another researcher in a safe manner. Prior to leaving a laboratory for the last time, whether it is being reassigned, renovated or demolished, it shall be cleared of any biological, chemical or radioactive materials. Biological and radioactive decommissioning is outlined under those specific programs.

Applicable Legislation/policies:

Occupational Health and Safety Act and Regulations pursuant to the Act
Western policy 1.31 - Hazardous Chemical Waste Policy.
Western policy 2.9: - Disposal of University Assets.

Accountability:

The principal investigator/laboratory supervisor is accountable for safely removing all chemical materials according to these guidelines.

Vacating a laboratory including identification or disposal of hazardous materials and the cleanup of equipment and facilities are the responsibility of the principal investigator and the chair of the applicable department and /or applicable administration unit.

Hazardous chemical waste is to be disposed of according to Western policy 1.31: *Hazardous Waste Policy*. Advice on hazardous materials disposal and on the cleanup of equipment and facilities is available from Occupational Health and Safety (OHS).

An Asset Disposal Requisition form must be completed for the transfer of any equipment from a Western department according to the Western policy 2.9: Disposal of University Assets.

Guidelines:

1. Lab is to be clean, tidy and free of hazardous materials.
2. Laboratory glassware is to be empty and cleaned.
3. Ovens, refrigerators, freezers, incubators, fumehoods, storage cabinets, etc. are to be cleaned – inside and out.
4. Lab bench tops are to be cleaned (washed down).
5. Compressed gas cylinders are to be removed and returned to the supplier(s).

6. Dispose of unused hazardous consumer products as hazardous waste (i.e. cleaning solvents, paints, thinners, oils, pesticides, etc.);
7. Dispose of hazardous chemical waste according to the Western *Hazardous Waste Disposal Policy*
8. Hazard signs are to be removed from doors, (empty) fridges etc
9. All documents or statements are to be left with department chair/director for any equipment that the department has agreed to have remain in the laboratory (i.e. MSDS, services manuals, inventory, etc.).

Laboratory Transfer Form:

A Laboratory Transfer Form (Appendix 1) is to be completed by the principal investigator/laboratory supervisor and OHS before vacating the laboratory.

The principal investigator/laboratory supervisor must contact OHS and arrange for an OHS representative to inspect the vacant laboratory together with him/her.

Appendix 1



Laboratory Transfer Form

Principal Investigator/ Lab supervisor: _____

Location: Building _____ Room _____

Reassignment/transfer Renovation Demolition

New location
(if applicable) Building _____ Room _____

New Principal Investigator/ Lab supervisor: _____

	Yes	No	NA
All chemicals have been transferred to a new owner or disposed of according to Western Hazardous Chemical Waste Policy.			
All laboratory surfaces and equipment have been cleaned.			
Equipment for disposal has been checked for hazardous materials.			
Equipment slated for disposal has been processed according to the Disposal of University Assets policy			
Ovens, refrigerators, freezers, incubators, fumehoods, storage cabinets have been cleaned – inside and out.			

Laboratory Supervisor

OHS Representative

Print Name

Print Name

Signature

Signature

Date

Date