

# 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 - Asset Management - Central Inventory and Disposal.

## **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 Health, Safety and Well-being (HSW).

Western policy 2.9: Asset Management - Central Inventory and Disposal is to be followed for the removal of assets from the lab if necessary.

## **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 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. SDS, services manuals, inventory, etc.).

**Laboratory Transfer Form:**

A [Laboratory Transfer Form](#) is to be completed by the principal investigator/laboratory supervisor or the departmental safety contact before vacating the laboratory.

HSW will follow up to inspect the vacant laboratory if necessary.