

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) at Western University. For more information, please contact OHS at 519-889-1234 or visit the OHS website at www.westernu.ca/oHS.
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).

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Hazardous Waste Disposal Policy
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Laboratory Transfer Form:

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