

 <p style="text-align: center;">PROCEDURES</p>		Approval Date: May 13, 2019
		Approving Authority: Laboratory Safety Committee
Title: Vacating of Research Laboratories in the Research Laboratory Building or Dr. Donald Rix Northern Health Sciences Centre		

1. PURPOSE

In compliance with Workers' Compensation Board Regulations, when vacated, a research laboratory must be clean and safe for the new occupants. This procedure is designed to ensure that vacated University of Northern British Columbia laboratories are free of garbage and all biological, chemical, physical and radioactive hazards. Furthermore, disposing of unidentified hazardous materials is often not possible, and such items need to be analyzed. This policy is designed to limit the number of unknowns and the risk to personnel who are required to handle such items, and to minimize analytical costs.

2. SCOPE

This procedure and the process outlined herein apply to everyone who is allocated space in the Research Laboratory Building or the Dr. Donald Rix Northern Health Sciences Centre (known as the Principal Investigator). In order for the Manager of Health and Safety to sign off on the *Faculty Exit Checklist* submission of a signed Vacated Research Laboratory Form must be completed.

3. PROCEDURAL AUTHORITY / EXECUTIVE or ADMINISTRATIVE RESPONSIBILITIES

The Safety Manager reporting to the Director, Safety and Security will be responsible for this procedure. It is the responsibility of every Principal Investigator to be aware of the process herein, and to ensure that it is complied with.

PROCEDURES

It is the responsibility of the vacating Principal Investigator, or their designate, to ensure that the laboratory is free of garbage and all biological, chemical, physical and radiological hazards. It is the responsibility of the Program Chair, or their designate, to inform the Safety Office that a laboratory will be vacated and to ensure that this objective has been achieved. To ensure compliance with the

objective before leaving UNBC a Principal Investigator must ensure that a Vacated Research Laboratory form is fully completed.

If you are leaving UNBC, the Principal Investigator must ensure a completed *Faculty Exit Checklist* is completed. The completed form is to be forwarded to Human Resources.

If vacating a lab but not leaving UNBC, the Principal Investigator must ensure that a Vacated Research Laboratory form is completed promptly. The completed form is to be forwarded to the Safety and Security Office who will ensure that the vacated is in compliance with this policy.

A vacated laboratory will not be reoccupied until a Vacated Research Laboratory form is fully completed.

The Principal Investigator, or their designate, shall be responsible for:

- Giving at least 30 days' notice of laboratory vacancy to the Department Chair, or their designate, and the Department of Safety and Security. This ensures enough time for proper disposition of research materials and decontamination of laboratory equipment, fixtures, furniture and space. This procedure must be followed even if:
 - shared spaces are being vacated;
 - only a single room is to be vacated, and
 - the space is being assigned to another PI.
- Ensuring the safe handling/disposal of materials and equipment, including the safety and compliance of materials and equipment left behind in a vacated laboratory, if the laboratory is to be used by another PI.
- Ensuring that research material cleanouts are performed by staff knowledgeable of hazards and trained in all required safety disciplines.
- Ensuring that all chemicals, gases, and research materials are categorized and properly labeled.
- Isolate and appropriately process all unknowns for disposal.
- Remove all chemicals from the laboratory by:
 - transfer to another PI or department, or
 - disposal through UNBC Chem Stores
- Remove all solid waste and glass waste containers, and all equipment not transferred to the future occupant of the space.
- Decontaminate and clean all fume-hoods, bio-safety cabinets, lab benches and sinks.
- Once completed meet with the Safety Manager and/or Chemical Safety Officer to inspect the laboratory for completion and sign off on the Vacated Research Laboratory Form

If this procedure is not followed the Chemical Safety Officer shall collect all hazards for proper disposal within three months from the date the lab is vacated.