



**Policy Number:** 20.105.50

**Name:** Laboratory Close-Out Policy

**Origin:** Health and Safety (Human Resources Department)

**Approved:** October 8, 2004

**Approval Process:** Vice-President (Administration)

**Revision Date(s):** Every 3 three years and whenever there is a change of circumstances that may affect the health and safety of employees.

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**Purpose:**

The University of Regina Laboratory Close-Out Policy addresses laboratory closures and the associated disposition of hazardous materials.

To ensure the proper disposition of all items in the laboratory, including furniture, equipment, chemicals, biological materials, radioactive materials, glassware, sharps and waste materials at the University of Regina.

This policy applies to all members of the University community governed by the Safety Policy who are assigned to a laboratory and are leaving the University or transferring to another University or department.

**Policy:**

All non-fixed equipment and supplies are required to be removed from laboratories for closeout or relocation. Exceptions must be secured from the Dean in writing.

No hazardous materials shall be disposed of down drains or into the regular trash receptacles. Abandonment of a controlled substance is a violation of Federal/Provincial acts, regulations, standards, guidelines and University policies.



### **Procedures/responsibilities:**

Proper disposition of all hazardous materials used in laboratories is the responsibility of the faculty member, researcher or graduate student to whom a laboratory is assigned. Ultimate responsibility for hazardous materials management lies with each Dean or Director.

Each Department Head or designate will conduct a laboratory closeout survey (Appendix A) prior to the closing of the lab and submit a copy to the Health and Safety Manager. The close-out survey must be completed and approval given to the department or Faculty in order to complete the Human Resources "Employee Exit Checklist."

Deans and Directors are responsible for ensuring that all faculty members, researchers and graduate students understand their responsibilities and that the following procedures are adhered to when a faculty member, researcher or graduate student leaves the University or transfers to a different department/Faculty or laboratory.

1. The faculty member, researcher or graduate student must notify the Dean of any equipment or supplies that are to be transferred and those that will remain.
2. The faculty member, researcher or graduate student shall ensure that all biological wastes are disposed of in accordance with the hazardous materials management policy and regulatory requirements.
3. Hazardous chemicals that will not be transferred with the faculty member, researcher or graduate student must be properly labeled with the chemical name. The faculty member, researcher or graduate student should attempt to locate other faculty members or staff who may be able to utilize some or all of the chemicals. If chemicals are being moved to another laboratory they must be transported in accordance with the policy on **Movement of Research and Laboratory Chemicals** (Appendix B). If a new user cannot be found, the chemicals must be disposed of in accordance with the University of Regina hazardous waste disposal procedures. A chemical waste disposal request form (Appendix C) must be submitted to the Health and Safety Manager or designate for approval. Chemicals cannot be disposed of in the sewer or trash.
4. Once the hazardous chemicals have been segregated into one identifiable area, the faculty member, researcher or graduate student shall ensure that all remaining refrigerators, freezers, cold/warm rooms, fume hoods, biological safety cabinets, storage cabinets, sinks, and bench tops are clear of glassware, chemicals, sharps, and other items. All items and equipment must be cleaned and appropriately disinfected. The faculty member, researcher or graduate student shall then sign the **Laboratory Close-Out Form/Checklist** (Appendix A) with a copy submitted to the Health and Safety Manager or designate.
5. The Health and Safety Manager or designate will perform an exit inspection at the time of the chemical waste pick-up.



6. The Assistant Radiation Safety Officer will perform wipe testing in laboratories where radioactive materials have been utilized or where any radioactive materials signage exists. Upon completion of this clearance, the Assistant Radiation Safety Officer will sign the “Laboratory Close-Out” form/checklist (Appendix A).
7. The Assistant Radiation Safety Officer will notify Custodial Services that the area is safe and they can perform a general cleaning of the area.
8. The Radiation Safety Officer will notify the Canadian Nuclear Safety Commission prior to decommissioning any room, area or enclosure where a licensed activity has been conducted, and upon clearance the Radiation Safety Officer will sign the “Laboratory Close-Out” form/checklist.
9. Upon completion of these steps, the “Laboratory Close-Out” form/checklist must remain posted on the door to the laboratory, thus identifying the laboratory as cleared for construction, renovation, or use.



**Laboratory Close-Out Form/Checklist**

DATE: \_\_\_\_\_

BLDG: \_\_\_\_\_

ROOM(S): \_\_\_\_\_

FACULTY MEMBER/RESEARCHER/GRADUATE

STUDENT: \_\_\_\_\_

DEPT: \_\_\_\_\_

REQUIREMENT	YES	NO	COMMENTS
1. Have shared storage units such as refrigerators, freezers, cold rooms, stock rooms, etc. been properly surveyed in order to locate and appropriately dispose/designate remaining chemicals?			
2. Are all chemical containers properly labeled (workplace labels required if not in original container)?			
3. Are all chemicals inventoried and material safety data sheets provided as required?			
4. Are all containers securely closed and in good condition?			
5. Has all equipment been returned, and manuals, software and maintenance records retained with the equipment?			
6. Have keys been returned for all cabinets, cupboards and restricted rooms/areas?			
7. Has all glassware been emptied and decontaminated and the contents properly disposed? (Remember to check refrigerators, freezers, cold rooms, fume hoods, biological safety cabinets, bench tops, storage cabinets, stock rooms, etc.)			
8. Have you determined which chemicals and compressed gas cylinders are usable and transferred responsibility for those materials to another party who is willing to take charge of them? If a new user cannot be found, the materials must be disposed in accordance with the University of Regina hazardous waste disposal procedures.			
9. Were non-transferable compressed gas cylinder connections removed, cylinder caps replaced, and cylinders returned to suppliers?			



REQUIREMENT	YES	NO	COMMENTS
10. Has all laboratory equipment been cleaned or decontaminated? Were fume hood surfaces and bench tops washed?			
11. If laboratory equipment will be discarded, have the following items been removed prior to disposal: Radioactive sources and chemicals? Capacitors? Transformers? Mercury switches and thermometers? Refrigerant fluids containing chlorofluorocarbons?	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	
12. Were chemicals targeted for hazardous waste disposal prepared by following University of Regina hazardous waste disposal procedures?			
13. Have you submitted the completed checklist to your Dean or Director?			
14. Have all biological materials been properly disposed of?			

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Faculty/Researcher/Graduate Student

\_\_\_\_\_  
Dean\*

\*By signing this checklist, you as Dean are declaring that items 1 through 14 have been addressed. No signature would mean that the lab has not been closed out properly. Therefore, the transfer of lab equipment to departing staff will be delayed, as may final paychecks.

**NOTE: If any radioactive material was used in the lab, you must contact the Assistant Radiation Safety Officer or Radiation Safety Officer.**

15. Wipe testing performed? Clearance authorized?			
16. Approval to decommission lab from Canadian Nuclear Safety Commission?			

\_\_\_\_\_  
Radiation Safety Officer

\_\_\_\_\_  
Assistant Radiation Safety Officer

## Movement of Research and Laboratory Chemicals

### Purpose:

To ensure the safe handling and movement of research and laboratory chemicals from laboratory to laboratory and building to building. This does not affect the movement of new chemicals being delivered.

### Procedures:

Chemicals may be moved from one laboratory to another laboratory if the following conditions are met:

1. Individuals moving chemicals are trained in the proper handling of chemicals and spill clean-up procedures.
2. Individuals use the required personal protective equipment.
3. Chemical bottles and containers are in good condition.
4. Chemical bottles or containers are adequately labeled.
5. Secondary containers used to move chemicals are in good condition and sturdy enough to handle the weight of the bottles of chemicals. A secondary container can be a sturdy cardboard box or a heavy rubber or plastic pail with a handle that is properly secured.
6. Bottles of chemicals are segregated and packed into secondary containers by hazard class (non-compatible chemicals cannot be packed or moved in the same container).
7. Glass bottles and bottles containing liquids are packed in containers with a buffer of vermiculite or other similar absorbent material.
8. Each secondary container of chemicals is inventoried for contents (chemical name, number of bottles and quantity of each).
9. A copy of the inventory is kept in each secondary container and in the originating lab.
10. During transport, compressed gas cylinders are secured on a cart or rack and the regulator removed or guarded to protect it from damage.



11. People and compressed gas cylinders or cryogenic liquids are not allowed on an elevator together. Sudden release of gas (e.g. - valve breakage or rupture disc blow-out) could cause death by asphyxiation. When transporting a cylinder in an elevator, procedures must be implemented that meet this requirement.
12. Adequate spill control materials are available and when the containers are being moved between buildings, the spill control material is available on the vehicle in use.
13. The following individual is notified of the movement of the chemicals prior to the start of and the completion of the move:
  - Faculty of Science, the Coordinator of Science Operations;
  - Faculty of Engineering, the Research Lab Technician;
  - All other Facilities/departments, the Health and Safety Manager.
14. An updated chemical inventory for the originating lab (showing removal of the chemicals) and the receiving lab (showing the acquisition of the chemicals) is completed and kept on file in each of the respective labs. A copy provided:
  - Faculty of Science to the Coordinator of Science Operations;
  - Faculty of Engineering to the Research Lab Technician;
  - All other Faculties/departments to the Health and Safety Manager.

If the Faculty/department cannot meet the above noted procedures, you must contact:

- Faculty of Science, the Coordinator of Science Operations;
- Faculty of Engineering, the Research Lab Technician;
- All other Faculties/departments, the Health and Safety Manager.



## Chemical Waste Disposal Request Form

	Chemical Name	UN or CAS #	Concentration Size/volume/weight	Identification/ Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Name:	Dept:	For Office Only
Building:	Rm #:	Date Received:
Phone:	E-mail:	Approved:

**Please indicate account that the disposal charges can be billed to:** \_\_\_\_\_

Chemical mixtures must be labeled according to chemical name(s), concentration(s) and amount(s). Providing the UN or CAS # can reduce the cost of disposal.

**This form must be completed in full and returned to Health & Safety Manager for approval.** The chemicals will remain in your lab until the disposal takes place, and must be labeled as waste chemicals and must be segregated from other supplies.