

Section:	Laboratory Safety Manual	Date of Issue:	2006.01.01
		Issued By:	Environment, Health & Safety
Part:	Operational Requirements	Revision #:	3
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Pages:	3	Revised By:	MM, CP, EO

Principal Investigator (PI) / Supervisor:		Building and Room Number(s): (e.g. Labs, Cold Rooms, Shared Storage Areas)
Individual(s) Performing Clearance:		Date Started (YYYY/MM/DD): Date Completed (YYYY/MM/DD):

Initial Step	Date Completed: (YYYY/MM/DD)	Completed By: (please initial)
Meet with Environment, Health and Safety (EH&S) to discuss the Laboratory Check-Out Standard and Procedure BEFORE starting.		
Chemicals	Date Completed: (YYYY/MM/DD)	Completed By: (please initial)
If moving to another institution and planning to take any chemicals obtain approval from the faculty and arrange with an external certified Transportation of Dangerous Goods shipping company. (Attach emails/documents)		
If moving to a new location within the university, create chemical storage units within Chematix in your newly assigned laboratory(s) that EH&S has created for you.		
Transfer chemicals in Chematix to newly assigned laboratory(s) and storage units.		
Create an excel list of unwanted Pure Chemicals from your Chematix Inventory Report adding any non-barcoded Pure Chemicals. (see Chemical Disposal/Transfer List under Suggested Lists - Laboratory Check-Out Standard)		
Send the list of unwanted Pure Chemicals to the appropriate Faculty representative for their distribution to other PI(s), if applicable.		
Confirm all Pure Chemicals transferred to other PI(s) have been removed from your Active Lab Inventory in Chematix.		
Physically move chemicals to new location(s). (see Movement of Hazardous Materials Within Buildings under References – Laboratory Check-Out Standard)		
Send the list of Pure Chemicals for disposal to hazmat@ucalgary.ca for classification.		
Once classified, dispose of Pure Chemicals for large disposal. (see Hazardous Waste Disposal Handbook under References – Laboratory Check-Out Standard)		

Dispose of all Chemical hazards (Chemical Mixtures, Contaminated Materials etc.) and Wastes from locations identified above.		
Confirm all Chemical hazards (Pure Chemicals, Chemical Mixtures, Contaminated Materials etc.) and Wastes are removed from Active Lab Inventory and Used/Waste Lab Inventory, respectively, in Chematix from location(s) identified above.		
Biohazards (Risk Groups 1, 2, 3)	Date Completed: (YYYY/MM/DD)	Completed By: (please initial)
Contact biosafety.cabinets@ucalgary.ca well in advance to arrange decontamination of the Biological Safety Cabinet(s) in preparation for moving or disposal. (Note: not required if remaining in place and being transferred to another PI.)		
Disinfect outside and interior work surfaces of Biological Safety Cabinet(s).		
If moving to a new location(s) within the university, modify your Biosafety Permit in BioLogistix to reflect the newly assigned laboratory(s) and Submit for Approval.		
Confirm your Biosafety Permit has been authorized for biohazards in your new location(s).		
If transferring biohazards to other PI(s), confirm recipient PI(s) have a Biosafety Permit for transferred biohazards.		
Move biohazards to new location(s). (see Movement of Hazardous Materials Within Buildings under References – Laboratory Check-Out Standard)		
Dispose of remaining biohazards and wastes (see References for Hazardous Materials Disposal Handbook).		
Furniture and Equipment	Date Completed: (YYYY/MM/DD)	Completed By: (please initial)
If moving to another institution obtain approval from the faculty to remove any furniture/equipment. (Attach emails/documents)		
If moving furniture/equipment within the university that requires movers, fill-out a Furnishing Service Request Form from Supply Chain Management found under myUofC/My work/SCM service request forms. Document #: _____		
If transferring furniture/equipment to other PI(s), create a list with the appropriate columns and populate. (see Equipment Disposal/Transfer List under Suggested Lists – Lab Check-Out Standard)		
Send list of furniture/equipment for transfer to the appropriate Faculty representative for their distribution to other PI(s), if applicable.		
Decontaminate/Disinfect all furniture/equipment being moved to your new university location(s) or transferred to other PI(s).		
Complete removal of furniture/equipment to your new university location(s) using service corridors/elevators or those areas (hallways) less frequented by members of the general public.		
Complete transfer of furniture/equipment to other PI(s) and obtain their signature(s). (Attach Equipment Disposal/Transfer List under Suggested Lists – Lab Check-Out Standard)		
For equipment disposal, fill-out and attach to equipment both the Equipment Disposal Request Form and Hazardous Materials Declaration form from Supply Chain Management found under myUofC/My work/SCM service request forms. Document #: _____		
Send an email to Department Head, Dean or their designate as filled-out on the Equipment Disposal Document # requesting them to approve the above disposal request(s).		

For furniture disposal, fill-out a Furniture Service Request Form from Supply Chain Management found under myUofC/My work/SCM service request forms. Document #: _____			
Confirm all furniture/equipment are disposed from the location(s) identified above.			
Radioactive Materials		Date Completed: (YYYY/MM/DD)	Completed By: (please initial)
Schedule closeout survey with Radiation Safety Officer at ucsafety@ucalgary.ca .			
Perform contamination survey of all work surfaces and equipment. Decontaminate, and resurvey, if necessary.			
Remove all radioactive warning tape and signs.			
Package all radioactive materials for disposal and arrange for waste pickup.			
Review results of radiation contamination closeout survey with Radiation Safety Officer and obtain signature.			
Laboratory Clean-Up and Clearances		Date Completed: (YYYY/MM/DD)	Completed By: (please initial)
Transfer, remove or dispose of all materials (paper, tape, supplies, signage, glassware etc.) not already specified above from all benches, counters, shelves, and floors from location(s) identified above. (see Hazardous Materials Disposal Handbook under References – Laboratory Check-Out Standard)			
Decontaminate/Disinfect all laboratory surfaces (drawers, shelving, casework etc.) in all location(s) identified above.			
Empty and wipe down fume hood(s) interior and exterior surfaces including cup sinks.			
Sweep floor(s) including under shelving in all location(s) identified above.			
Submit Archibus request for a full-service floor cleaning and/or vents cleaned in location(s) identified above, if requested by the Department or Faculty. Archibus Work Request # _____			
Submit completed Lab Check-Out Procedure to PI/Supervisor for signature.			
Submit completed Lab Check-Out Procedure to Department Head/Director and/or Faculty representative (if applicable) for signature(s).			
Lastly, contact an EH&S representative to arrange for required clearance(s) and signature(s).			
Laboratory Clearances:	Print Name	Signature	Date: (YYYY/MM/DD)
Individual Completing Clearance:			
Principal Investigator / Supervisor:			
Department Head / Director:			
Faculty Representative (if applicable):			
Radiation Safety Officer (if applicable):			
EH&S representative:			

* Originals are kept by Environment, Health & Safety, scanned copies are sent to Principal Investigator, Department Head/Director and/or Faculty representative; others as required for their records.