

**SUBJECT: VACATING OF RESEARCH LABORATORIES****1. Purpose**

In compliance with Workers' Compensation Board Regulations, when vacated, a research laboratory must be clean and safe for the new occupants. This policy 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 policy and the process outlined herein apply to everyone who is allocated laboratory space in the Research Laboratory Building (known as the Principal Investigator in this policy).

**3. Authority**

The Risk & Safety Manager reporting to the Vice-President (Administration & Finance) will be responsible for this policy. It is the responsibility of every Principal Investigator to be aware of the process herein, and to ensure that it is complied with.

**4. Process for Vacating Research Laboratories**

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 Risk & 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 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 Risk & Safety Office who will ensure that the vacated laboratory is in compliance with this policy. A vacated laboratory will not be reoccupied until a Vacated Research Laboratory form is fully completed.

---

---

**Vacated Research Laboratory**

Laboratory Number: \_\_\_\_\_

I hereby certify that all garbage and all materials that may pose a biological, chemical, physical, or radiological hazard have been removed from the above-mentioned lab and disposed in compliance with UNBC policy.

Name of \*\*\*\*\* \_\_\_\_\_

Signature of \*\*\*\*\* \_\_\_\_\_

Date: \_\_\_\_\_

Risk & Safety Manager: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

I hereby certify that the above-mentioned laboratory is clean and safe, and available for re-allocation. I also certify that I have met and assured audit protocol completed.

Name of Program Chair: \_\_\_\_\_

Signature of Program Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Risk & Safety Manager: \_\_\_\_\_

Faculty Member: \_\_\_\_\_