



Standard Operating Procedures: Lab Access & Equipment Clearance

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PURPOSE: The purpose of this document is to standardize expectations and procedures for service or movement of equipment from laboratories at the UBC Okanagan campus.

ROLES AND RESPONSIBILITIES

1. **Health, Safety & Environment (HSE):** Maintenance of the procedure and policy. Testing and clearance of potentially radioactive equipment and surfaces. Approval of appropriate methods to decontaminated Biological Safety Cabinets prior to maintenance or movement. Advice to laboratory community on decontamination as requested.
2. **Principal Investigator & Laboratory Members:** decontamination of equipment and work areas from hazards. Completion of Lab Equipment Clearance form prior to requesting assistance from an outside contractor, Facilities Management or Project Services. Provide appropriate hazard information to people entering labs. Engage with IT Services if equipment has data capacity that requires inactivation prior to physical disposal.
3. **Project Services, Facilities Management IT Services & External Contractors:** ensuring all equipment and areas of work have a completed Lab Equipment Clearance form prior to commencing work. If work is initiated by Facilities Management, IT Services, Project Services or external contractors, Sufficient notice of work should be provided to labs so that there is time to decontaminate work areas prior to work beginning.
 - a. **Emergency Conditions:** if maintenance work is emergency in nature (such as flooding due to malfunctioning plumbing fixture), Facilities Management work may occur without a completed form. However, verbal confirmation of risks from a responsible party in the lab should be obtained as soon as possible. In unknown conditions, service workers should use caution when performing maintenance.

HAZARDS

Depending on specific lab conditions, surface may be contaminated with chemicals, biological materials, LASERS and/or radioisotopes. Lab principal investigators and users are the most knowledgeable of the specific risks in their areas of work. Service workers have the right to be knowledgeable of these risks and have appropriate protections in place.

PROCEDURE

1. Principal Investigator (PI) or designated lab member to review likely sources of contamination on equipment needing service. Include bench area around equipment if there is the potential need for service worker to use additional space in servicing.
2. PI to determine method of decontamination specific to the likely risks. Consult HSE if assistance needed. PI to assign work or perform work themselves for decontamination.
3. If equipment stores data, connect with IT to ensure all data is destroyed before sending a piece of equipment for disposal.
4. PI to complete and sign Lab Equipment Clearance form. HSE approval is needed for any equipment with potential radioactivity or Biological Safety Cabinet moves. Attach form to the equipment needing service or move.



5. PI to make request for service with provider. Provide service organization with information on potential exposures and appropriate PPE for accessing the space.
6. Service worker (FM, IT, Project Services, external) to ask for form prior to commencing work. Request any additional information from the PI or designated lab member.
7. Once work complete, service work complete last line of form.
8. PI to keep form for two years post completion of work.

FOLLOW UP

If there are any further questions or concerns, please contact PI or HSE for further guidance. Repair work done without clearance should be reported as an incident in CAIRS.