



1a. End of Research Protocol

BACKGROUND

The UBC [SC1 Health & Safety Policy](#) requires all researchers that finish their research at UBC leave their workplace in a reasonably clean manner. This document applies to lab workers such as undergraduate research assistants and students, graduate students, lab managers, lab technicians, research associates, principal investigators, and so on.

CHECKLIST

Bench top

- ☐ Bench top cleaned from spills, glass, paper, research samples, etc.
- ☐ All chemicals from the bench taken to the appropriate storage shelves and labelled properly.
- ☐ Research samples either disposed of or transferred to other researchers for further development. Transferred sample containers labeled. If abbreviation or numbers were used when labeling the samples than a list with the full description must accompany the samples.
- ☐ All glassware cleaned and stored in the proper cupboards.
- ☐ All broken glassware either disposed of or stored safely for repairs.
- ☐ Experimental apparatuses dismantled and pieces cleaned and stored safely.
- ☐ Regulators removed from compressed gas cylinders and protective caps put on.
- ☐ Full red waste containers disposed of; the ones that are still in use are labeled properly.
- ☐ Personal items (e.g. safety eyewear, lab coats, etc) either removed from the lab or placed for common use

Fume hood

- ☐ Sash of the fume hood cleaned from any writings, objects, etc.
- ☐ Area within fume hood cleaned of spills, glassware, chemicals, experimental apparatuses and research samples.
- ☐ Only items agreed upon with a supervisor or future researcher may be left inside the fume hood.

Comments

Inspection date: _____ Supervisor: _____
Safety Officer: _____ Researcher: _____