



## 1b. Laboratory Exit Protocol

### BACKGROUND

When decommissioning a lab space, it is important for the responsible party to ensure all materials have been appropriately sent for disposal or transferred to another person who is willing and able to assume the responsibility. Failure to properly secure all materials can be quite costly to the University and may delay future uses of the space. For mutual protection, please complete the items in the following checklist.

### CHECKLIST

- ☐ A current inventory of all hazardous materials has been completed.
- ☐ All unknown chemicals are identified and appropriately labeled.
- ☐ All chemicals are removed from the laboratory.
- ☐ Materials transferred to another are labeled according to WHMIS requirements.
- ☐ Chemical inventory form shows final destination of each hazardous material.
- ☐ 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 hazardous wastes have been submitted for disposal and removal by HSE.
- ☐ Any equipment on loan has been returned to its owner.
- ☐ Lab area is not contaminated with any potentially hazardous materials.
- ☐ Radioisotopes license has been removed and verified by HSE
- ☐ Housekeeping is in order

### Comments

Inspection date: \_\_\_\_\_ Location: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

HSE Representative: \_\_\_\_\_

Department Representative: \_\_\_\_\_