



1c. Lab Close Out Checklist

BACKGROUND

The UBC [SC1 Health & Safety Policy](#) requires all researchers that finish their research at UBC leave their workplace in a reasonably clean manner. When decommissioning a lab space, it is essential 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 responsibility.

This checklist provides an overview of what needs to be completed prior to decommissioning a lab space.

CHECKLIST

- ☐ End of Research Protocol is completed
 - ☐ Inspection conducted with Supervisor and an Advisor from HSE
 - ☐ Document signed and emailed to HSE
- ☐ Laboratory Exit Protocol is completed
 - ☐ Inspection conducted with Supervisor and an Advisor from HSE
 - ☐ Document signed and emailed to HSE
- ☐ HSE approval of lab exit

Protocols can be found in the Laboratory Safety Guidebook (<https://hse.ok.ubc.ca/safety/chemsafety/lab-safety-guidebook/>).

Comments

Inspection date: _____ Supervisor: _____

Safety Officer: _____ Researcher: _____