



Laboratory Move/Decommissioning - Pre-Move Checklist

This document is intended to inform HSR, FMT and ORM of any issues with the moving/decommissioning process. Please send this complete document to science.safety@uottawa.ca within a week of moving/decommissioning notification.

Location: _____

Principle investigator: _____ Phone ext.: _____ Email: _____

Main lab contact: _____ Phone ext.: _____ Email: _____

Expected date of move: _____

Informing the Laboratory

Items	Yes	No
Have you received the official move/decommissioning notice?		
Are you moving to another laboratory?		
Has a laboratory work termination date been set? If so, what is the date? _____		

Chemical Issues

Items	Yes	No
Does your laboratory have access to Vertere?		
Are there chemicals to be moved? If so, how many approximately? _____		
Are there chemicals to be disposed of? If so, how many approximately? _____		
Are they any of the chemicals air or water sensitive?		
Are there any chemical fridges/freezers to be moved?		

Non-Faculty Issues

Items	Yes	No
Are there any permits required for your research?		
Are there any biohazards in the laboratory?		
Is there any radioactive material in the laboratory?		
Are there any lasers in the lab?		
Are there any Controlled Substances		

Equipment

Items	Yes	No
Are there any glove boxes?		
Is there any heavy equipment? If so, what equipment? _____		
Does any equipment require outside service to move?		

Signature: _____

Date: _____