

B05 Laboratory Safety Clearance

1. Introduction

Hazardous materials are frequently involved in research activities in the laboratories. These include, but not limited to, chemicals, biological agents, and radioactive substances, high energy equipment, etc. HKSTP's Laboratory and Research Safety Policy requires the client to remove all hazardous materials and vacate the laboratory area before tenancy is due or the laboratory is closed out for renovation, modification or other reasons. Decommissioning is also necessary for those laboratory areas in which radioactive substances, highly toxic or infectious materials had been handled to ensure the areas are free from contamination.

2. Arrangement for Laboratory Safety Clearance

The Laboratory Person In-Charge or his/her delegate should plan the laboratory safety clearance exercise well before the tenancy is due or the laboratory is closed out. The following arrangement is recommended:

- a) Clean up all experimental set-ups, apparatus, equipment and areas of work;
- b) Decontaminate or disinfect the areas where necessary;
- c) Properly label all unwanted hazardous materials and properly dispose of them following statutory requirements;
- d) Carefully pack up other hazardous materials to be kept for use and deliver them safely to the target location.
- e) Vacate the area and inform the Laboratory Facilities Service Centre.
- f) Fill in the "Laboratory Safety Clearance Form" (Appendix 1) and return the completed form to SHE Office timely.



Appendix 1 Laboratory Safety Clearance Form

Hong Kong Science and Technology Parks Corporation

Reference No.: _____

Note:

1. This form must be completed by the corresponding Laboratory Person In-Charge or his/her delegate before the laboratory is reinstated and the client moves out of the laboratory.
2. Upon completion, it must be returned to HKSTP for documentation or following up actions if necessary.

Part 1 – Particulars

Name of Client:			
Type of Client:	<input type="checkbox"/> Tenant <input type="checkbox"/> Incubatee <input type="checkbox"/> Licencee <input type="checkbox"/> HKSTP <input type="checkbox"/> Others:		
Lab Location:		Person In-Charge:	
Date Checked:		Phone No.:	
Checked By:		Signature:	
Witnessed By:		Signature:	

Part 2 – Checklist (please tick where appropriate)

No.	Check Item	Yes	No	NA
1.	Central facilities have been reinstated.			
2.	All client's belongings (including chemicals, biological agents, equipment, apparatus, etc.) have been removed.			
3.	All work surfaces (including bench tops, floors, fume cupboard worktops, shelves, etc.) with potential hazardous substances contaminations have been cleaned and decontaminated.			
4.	Decommissioning for working areas with the handling of unsealed radioactive substances, highly toxic or infectious materials have been completed (valid decommissioning reports must be available).			
5.	Access cards or keys for the laboratory have been returned.			
6.	Others:			