

 November 30, 2014

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**Re: Safety Procedure 07-340**

**Vacating the laboratory of an academic faculty member who leaves/retires from**

**Tel Aviv** **University**

1. Attached is safety procedure 07-340 for vacating laboratories of academic faculty members who leave/retire from Tel Aviv University.
2. The procedure was prepared by the Safety Unit in coordination with Prof. Yoav Henis, Prof. Miki Gurevitz, and in coordination with Mr. Motti Cohen, Tel Aviv University, General Director.
3. The current procedure must be followed as of January 1, 2015.

Sincerely,

Hadar Rahamim

Director of the Safety Unit

Cc:

Mr. Motti Cohen, General Director

Prof. Yoav Henis, Vice President of Research and Development

Prof. Miki Gurewitz, Chair of the University Safety Committee

Mr. Haim Hover, Deputy Director for Human Resources

Mr. Arnon Menny, Director, Organization and Methods

Safety Supervisor, Safety Unit

Area heads

Assistant directors to the Dean

Chairs of Safety Committees

**Name of Appendix: Vacating the laboratory of an academic faculty member who leaves/retires from Tel Aviv** **University**

1. **Background**

This directive determines the procedure for vacating laboratories of academic faculty members who leave/retire for any reason whatsoever (for example, retiring, move to another institution, etc.). The purpose is to avoid a collection of hazardous materials that may cause a safety hazard and to enable orderly and risk-free removal.

1. **Definitions**
	1. **Hazardous materials**

Chemical, physical, biological, radioactive substances that may directly or indirectly cause damage to the health of laboratory workers or to the environment.

* 1. **Academic faculty member**

Any academic faculty member who operated a laboratory as required in the safety regulations.

* 1. **Laboratory**

A place where sampling, tests, analyses, syntheses, experiments, research and development, instruction, study and teaching is performed while using hazardous substances.

1. **Details of the directive and stages**
	1. At the beginning of each academic year (October), the dean of the faculty will send the faculty department heads a list of academic faculty members who are expected to end their work or to retire that year and will not be continuing with their research after their retirement, or are expected to leave the University permanently for another reason.
	2. Upon receipt of the list, the department heads will send to the faculty member who manages the laboratory and is about to leave the procedure for vacating the laboratory, with a copy to the University Safety Unit.
	3. Upon receiving a copy from the department head, the director of the University Safety Unit will coordinate a safety visit in the presence of the departing academic faculty member, the chemical safety supervisor and as needed, the biological and/or radiation safety supervisor and a faculty representative.

 During the visit, the laboratory’s general safety status, hazardous materials, their amount and storage status will be examined.

* 1. Prior to the visit, an academic faculty member will prepare a list of all hazardous materials including chemicals and radioactive substances that are in the laboratory.
	2. The academic faculty member will decide, in coordination with the safety supervisor, on how to handle the hazardous materials and will send him a detailed list of the materials that will be staying in the laboratory for the use of other researchers.
	3. No later than two months prior to the date for the faculty member’s retirement or departure, the Safety Unit will carry out an estimate of the cost of removing these materials. This cost will be charged to the faculty member’s budget and will be transferred to the Safety Unit budget.
	4. Upon vacating the laboratory, the hazardous materials will be removed by the companies that work with the University.
1. **Responsibility**
	1. The department head is responsible for notifying in writing and sending this form to the faculty member who is head of the laboratory as soon as possible (up to a year) prior to the date that activity will cease in the laboratory (in the event of a person retiring who will not continue to conduct research at the University, one year prior to his retirement).
	2. Safety Unit Director – is responsible for handling the hazardous materials and estimating the cost of their removal.