



UNIVERSITY
OF MANITOBA

Summary of Needs (Laboratories only)*
(Updated November 27, 2012)

Requisition # _____ Requisitioner: _____

Room #: _____ Building: _____

This document is intended to give designers the information that they require to design/renovate a compliant laboratory appropriate to your needs. Please provide as much information as possible. Joey Bellino, Occupational Hygiene and Organizational Safety Coordinator, is available to assist you in completing this form. Joey can be reached at 204 474-6970 or by email at Joey.Bellino@umanitoba.ca.

This form must accompany your Requisition 7 for work to proceed where hazardous materials are present.

Laboratory designs will automatically incorporate elements associated with regulatory and funding requirements. These requirements are summarized in the user guide for this document.

One summary of needs is required per room unless the use and design of the other rooms are identical.

**This form applies to a laboratory (teaching, research or instrument) that involves the use of hazardous materials. If your project involves a use of hazardous materials in a non-laboratory environment please complete the existing Requisition's Declaration as presented in the existing CPS Part A procedure.*

1. Special Requirements

Any of the following items require that additional steps be taken beyond the normal CPS procedures. Please check the appropriate column (yes/no) for each question. If you answered yes to any item you should still complete the rest of the form before submitting it.		Yes	No
1.1	The laboratory needs to meet Containment Level 3 or 4 requirements (as defined in the PHAC Laboratory Biosafety Guidelines).		
1.2	Animals will be housed in this facility for more than 24 hours.		
1.3	The space will be used as an animal surgery.		
1.4	This space is a radioisotope laboratory that would be classified higher than a "basic level laboratory (as defined in U of M RSP-922)		
1.5	Radioactive materials will be disposed of using a sink drain.		

2. General

2.1	Please provide a description of the renovation/construction work to be carried out in the room and the planned use of the space. If the space is shared please indicate any other activities and processes may take place.		
Please check the appropriate column (yes/no) for each question.		Yes	No
2.2	Will any existing equipment, e.g. fume hoods, Biosafety cabinets, etc., be retained for use in the renovated space. If yes, please provide details.		

2.3	Will you provide a computer connected to the University network to allow MSDS access? If no, please indicate how MSDS will be accessible.		
2.4	Will students/staff require desks or study areas (must be outside the laboratory). If yes how many will be required?		
2.5	Please indicate the maximum number of people likely to be present in the space under normal operating conditions		
2.6	Will there be any equipment or processes that could produce unusually loud noise levels? If yes please describe.		
2.7	Will the space contain any equipment or process – outside a fume hood - that will release hazardous emissions or unpleasant odours into the space, e.g. an autoclave? If yes, please describe.		
2.8	Is there any possibility that the exhaust duct may accumulate deposits of highly hazardous residues or will the exhaust require HEPA filtration or other special cleaning? If yes, please describe.		
2.9	Will there be any materials that may release controlled products or objectionable odours while being kept in the space, e.g. thiols or mercaptans. If yes what method would you recommend to control these emissions, e.g. ventilated cabinet or refrigerator.		
2.10	Will lockable storage be required for hazardous materials such as radioactive material, ethanol (95% and absolute) or narcotics? Please describe volumes to be stored and any special requirements, e.g. cupboard, fridge or freezer		
2.11	Will there be any requirements for facilities to store wastes generated daily within laboratories? If so please list the types and volumes of waste and any special requirements, e.g. refrigeration, ventilation, or segregation,		
2.12	Consider the accumulation of wastes prior to transferring to the EHSO for radioactives, autoclaved wastes and others: Is there a need to store accumulated wastes away from occupied areas? If yes please identify the requirements for such waste.		
2.13	Are there any special requirements that need to be considered during design, e.g. climate-controlled environment, walk-in fume hood, etc. Please provide details.		

3. Chemical agents

	Please check the appropriate column (yes/no) for each question.	Yes	No
3.1(a)	Will any compressed gas cylinders be used in the space? If so, please list the gases used, cylinder size, and the number of cylinders. Please include the TDG Classification for each cylinder (it will appear on a label affixed to the cylinder)		
3.1(b)	Will there be any need to store gas cylinders. If so please list the gases, the number of cylinders and the TDG classification of the gas.		
3.2	Will flammable/combustible liquids be kept in the space during use? If so, please list the flammable/combustible liquids that be kept in the laboratory on a regular basis and estimate the maximum quantity likely to be present on any given day. This list should be restricted to flammable/combustible liquids present in quantities over 1 litre.		
3.3	Will flammable materials be decanted from 20 L or larger containers?		
3.4	Will odoriferous chemicals or potentially harmful vapors/aerosols be produced during decanting? If yes please describe the materials and how you would control these emissions.		

3.5	Will a refrigerator or freezer be needed to store flammable materials? If yes, what size of refrigerator is required?		
3.6	Will acids or corrosives be stored? If yes, please list the materials and maximum quantities that would be on hand on any given day. The list should be restricted to materials present in quantities over 1 litre.		
3.7	Will perchloric acid be heated or used for digestion?		
3.8	Will there be any requirements for storing incompatible chemicals (see CPS Part B Appendix E)? If yes, describe any incompatible chemicals and the storage requirements such as temperature, or ventilation. The list should be restricted to materials present in quantities over 1 litre.		
3.9	Will cryogenic liquids be used? If yes please list the liquids used, anticipated volumes and type of containment.		
3.10	Are there any other chemicals, or processes, that will be used in this space that create special concerns, e.g. oxidizers, dangerously reactive substances, uncontained explosive mixtures? If yes please: <ul style="list-style-type: none"> List materials and maximum quantities expected to be present on any given day. The list should be restricted to materials present in quantities over 1 litre or 1 kilogram or describe the process 		

4. Biological materials

	Please check the appropriate column (yes/no) for each question.	Yes	No
4.1	Will biological materials (microorganisms; human and animal blood, tissues and organs; recombinant DNA work; cell cultures) be used? If so please list the materials, where applicable list genus and species. If no, proceed to section 5		
4.2	Will you require a BSC?		
4.3	What class and type of BSC will be installed (e.g. Class II Type A/B3). Refer to Appendix B of Health Canada's "Laboratory Biosafety Guidelines" and/or consult with EHSO.		
4.4	Will the BSC require exhaust ducting?		
4.5	What are the dimensions of the BSC (if known)?		
4.6	Will the laboratory produce biological waste? If yes, please describe how the waste will be sterilized.		
4.7	Will animals be housed in the facility (for less than 24 hours? If yes please describe the numbers and types of animals.		

5. Radioactive Materials

	Please check the appropriate column (yes/no) for each question.	Yes	No
5.1	Will radioactive material be used or stored in the laboratory? If yes list the isotopes, quantities, maximum activity and whether each is an open or encapsulated source. If no skip the remainder of section 5.		
5.1.1	Will a sink be required for washing glassware used with open source radioactive materials? If more than one sink is needed for washing glassware please indicate the number.		

5.1.2	Will the laboratory require a radiation monitoring device, If yes, please provide details.		
5.1.3	Will there be any use of radioactive materials <i>in vivo</i> that would require controls to limit the spread of contamination in the room? If yes please describe.		
5.1.4	Will stored radioactive materials require shielding?		
5.1.5	Are there any procedures or processes that will create special concerns in this laboratory, e.g. radioiodinations or use of sulfur-35. If yes please describe.		
5.2	Will open source radioactive material ever be used in a fume hood? If yes complete the sections below.		
5.2.1	Please describe the isotopes, quantities, maximum activity of open source radioactive materials that will used in the fume hood.		
5.2.2	Will shielding be required in the fume hood? If yes please indicate the weight of shielding required.		

Requisitioner's Contact Information

Principle Investigator (PI) Name (print):	
PI Signature:	Date:
Title:	Department:
Phone:	Email:
Department head* signature:	Date:

* This refers to the Department Head responsible for the space being constructed/renovated.