

<h1 style="margin: 0;">Research Laboratory Space Standard Allocation Procedure</h1>	<p><b>Approval Date: 2025-02-19</b></p> <p><b>Effective Date: 2025-02-19</b></p> <p><b>Review Date: 2028-02-19</b></p> <p><b>Authority: Division of Biomedical Sciences</b></p>
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## Principle

### Overview

Research space (i.e., laboratories) is a valuable institutional resource utilized to support the research mission of the Faculty of Medicine and, more generally, of Memorial University . It is important to balance efficiency, fairness and transparency in allocating and managing laboratory space with the research needs and standards.

### Purpose

To provide guidelines for allocating and actively managing research space.

### Scope

This document covers all research laboratory space in the FoM under the purview of the Division of BioMedical Sciences. Request for space not under BioMedical Sciences are made through the Faculty of Medicine Space Committee, or the Memorial University Space Committee as appropriate.

### Definitions

**Containment Zone** — Containment zones refers to any areas encompassing a biohazard and/or radioactive research space, and is a physical area that meets the requirements for a specified containment level.

**Wet Laboratory Space** A “wet” laboratory is a space that handles chemicals and other “open source” hazards (ie. biohazards, experimental subjects, open source radiation, etc.). These are designed with considerations for a potential to spill-hazard.

**Dry Laboratory Space** A “dry” laboratory is a research space that is meant for applied health or computational mathematical analyses for a wide array of applications.

**Decommissioning** — The formal process through which an existing research laboratory space is decontaminated and any hazardous material (such as sharps and radioactive, chemical, and/or biological materials) removed prior to vacating the laboratory to assure the health and safety for further cleaning, renovation or future occupants. This latter process also applies for any equipment used for research.

**Associate Dean** - For the purposes of this document Associate Dean refers to the Associate Dean BioMedical Sciences. The Associate Dean BioMedical Sciences and Administrative Head are equivalent terms within this document.

**Primary Investigator (PI)** — A faculty member who has consented to assume primary responsibilities for the design, conduct and supervision of a research project.

**Renovation** — The altering of the present configuration or layout of allocated space in preparation for research purposes and commissioning.

**Research** — Any disciplined enquiry or systematic investigation or process to establish facts, principles, or generalizable knowledge.

**Space Committee** — The committee responsible for all matters related to space management and the establishment of priorities for space assignment within the Faculty of Medicine (FoM). The Space Committee has devolved responsibility for certain laboratory space to the BioMedical Sciences Division.

## **Procedure**

### **1.0 Research Laboratory Space Allocation conditions**

**1.1** Laboratory space assignments, and equipment in the space, are not permanent and are subject to review.

**1.2** Periodic Laboratory space assignments are directed to meet the ongoing needs of our faculty member's research programs. Previous access to space does not establish an entitlement to future access to that space.

**1.3** All BioMedical Sciences research-laboratory space allocation is approved by the Associate Dean, BioMedical Sciences. Research laboratory space requests will be prioritized based on a combination of the following factors:

- Scientific or scholarly merit as validated by external or internal peer review.
- Number of students, trainees, research assistants, staff and collaborative PIs participating in the research.
- Space requirements for access to major equipment needed by the participating PIs to carry out research activities.
- Determination of research activity as either growing, steady, declining or absent;

**1.4** Research laboratory space is non-transferable. A PI may not assign space to another PI regardless of ongoing or proposed collaborations.

**1.5** Space may be reassigned or shared as activities change or in extenuating or emergency situations to accommodate active research programs.

## **2.0 New Faculty**

**2.0** The commitment for new faculty will be communicated in writing by the Associate Dean. Known specific equipment requirements and necessary renovations will be identified in this communication.

**2.1** Once the allocated space is renovated as necessary, the researcher assumes oversight for laboratory commissioning and meeting all other Environmental Health and Safety (EHS) requirements needed for a functional space.

## **3.0 Existing Faculty**

**3.1** Requests for additional space from the BMS allocation, must be made in writing to the Associate Dean. The request must include rational justification and an estimated timeline. See below for requests for space no under BMS control.

## **4.0 Retired faculty**

**4.1** Retired faculty may be provided with research space, if available, and only if the individual remains actively engaged in research.

**4.2** Retiring faculty When a researcher plans to retire, six months advance notice is required. The laboratory space will be decommissioned as appropriate prior to their retirement or once research is discontinued following retirement.

## **5.0 Reassigning Laboratory Space**

**5.1** Wet-laboratory space may be reassigned when research programme requirements change.

**5.2** When appropriate, the PI office may be moved from inside the laboratory containment zone.

**5.3** The Associate Dean may request written justification for continued use of research laboratory space.

## **6.0 Decommissioning**

**6.1** PIs are responsible for decommissioning their assigned research laboratory space in line with Environmental Health and Safety procedures and the FoM Laboratory Decommissioning Procedure.

## **7.0 Laboratory space requests from outside the Division.**

**7.1** External requests for BMS laboratory space are made through the Associate Dean who will bring them to a Divisional meeting for collegial consultation and decision. The request must include an assessment by the Vice-Dean Research, the Manager of Medical Laboratories indicating no other spaces are available, that the research is appropriately supported and will not negatively impact BMS research activities.

## **8.0 Requests for space by BMS Faculty outside the BMS allocation**

**8.1** Made to the Associate Dean who will bring the request to the Faculty of Medicine Space Committee or the Memorial University Space Committee as appropriate. These requests must be forwarded through the Associate Dean.

## **Related Documents**

[Memorial Space Policy](#)

[Faculty of Medicine's Space Assignment Policy](#)

[Faculty of Medicine's Appeal Process for Space Committee Decisions](#)

[MUNFA CA article 26.08](#)

[Space Committee- Terms of reference](#)

[Faculty of Medicine's Laboratory Decommissioning Procedure](#)

[Health & Safety Training | Environmental Health & Safety | Memorial University of Newfoundland \(mun.ca\)](#)

[Health and Safety Management System \(HSMS\) | Environmental Health & Safety | Memorial University of Newfoundland \(mun.ca\)](#)

[Laboratory Safety Manual 2021.pdf \(mun.ca\)](#)

[Chemical Relocation and Laboratory Commissioning and Decommissioning | Environmental Health & Safety |](#)

[Memorial University of Newfoundland \(mun.ca\)](#)

[Radiation Safety at Memorial | Environmental Health & Safety | Memorial University of Newfoundland](#)

[Biosafety at Memorial | Environmental Health & Safety | Memorial University of Newfoundland \(mun.ca\)](#)

### **For inquiries related to this policy:**

For further information regarding this policy, please contact the Policy Analyst at [medpolicyanalyst@mun.ca](mailto:medpolicyanalyst@mun.ca) or the Policy Coordinator at [medpolicycoordinator@mun.ca](mailto:medpolicycoordinator@mun.ca)

**Sponsor:** Senior Executive Committee

**Category:** Administrative