

RMS Guidelines for Relocating Laboratories

Services Offered By RMS

1. Loan of a spill clean-up kit.
2. Hazardous and Radioactive waste removal and assistance with Biohazardous waste.
3. Consultation on the move and/or the new lab set-up.
4. Personnel to help move, along with a cart and some transport containers, arrangements for help must be made at least one week in advance.
5. Inspection of the old laboratory to verify that everything has been removed and appropriately cleaned.

Basic Outline for Lab Relocation

1. Review the Old Lab
2. Inspect your New Lab
3. Prepare your Old
4. Pack Materials to be Moved
5. Transport Materials
6. Finish Cleaning and Decontaminating your Old Lab
7. Set Up your New Lab

When are you allowed to move hazardous materials by yourself?

Radioactive Materials

Never, materials may only be moved by the Radiation Safety staff. To request a move use this form: http://www.ohio.edu/ehs/docs/radiation/Form_Apdx20B.pdf.

Requests must be received 60 days prior to the move. The laboratory is responsible to provide packaging material for the transfer; radiation safety staff can provide assistance with the physical packaging of the material, if requested.

Chemical and Biological Materials

May be moved by laboratory staff when all of the following conditions are met:

- Staff is trained to handle chemical or biological materials.
- The materials to be moved are in good condition and packaged properly, as explained on the following pages.
- The materials can be moved on a cart along university owned hallways, sidewalks, etc.
- Spill control materials are available to the movers.

May not be moved by laboratory staff if any of the following conditions are present:

- Materials are being transported on publicly owned roads – in these cases Department of Transportation rules must be followed and often require a commercial transport service to both pack and move the materials.
- Materials are being transported off campus; contact RMS (593-1666) for assistance.

How to Safely Accomplish a Laboratory Relocation

1. Review the Old Lab

- What gets moved?
 - Equipment – Does it need to be decontaminated? Can you move it yourself? Do you need to schedule moving or decontamination services?
 - Hazardous Materials (Chemical, Radiological, Biological) – Does it have special moving restrictions? Do you have the equipment to move it safely? Do you need to schedule specialized moving or decontamination services?
- What stays?
 - Does it need to be decontaminated? Do you need to schedule specialized service?
 - Do you need to transfer ownership or responsibility to another researcher?

2. Inspect your New Lab

- What general layout will you use?
- Where will you put hazardous materials? Do you have the right kind of storage available (refrigerator, flammable cabinet, etc.)?
- Will you need a staging location during the move?
- Are you planning to put equipment near the correct types of connections? Do you need to have any connections added?

3. Prepare your Old Lab

- Dispose of waste materials using the appropriate Hazardous, Radioactive or Infectious waste procedures. Waste materials may NOT be moved to a new lab.
- Try to use up materials prior to your move and order new materials that will be sent directly to the new lab.
- It is the responsibility of the PI to properly decontaminate everything that is moved and everything that remains in the old lab. See section 6 for some suggested decontamination procedures. Biosafety cabinets must be decontaminated by a certified contractor prior to moving; LCS, who conducts the certification testing, can also decontaminate the units.
- Schedule any special services or help you will need to move. See the sections on packing and transport.

4. Pack Materials to be Moved

Chemicals

1. Ensure that any chemical containers are in good condition, the containers are accurately labeled and there is lid sufficient to prevent leakage.
2. Put the containers into transport boxes:
 - Each box must contain only compatible materials, see [Information on Chemical Compatibility](#)

- Plastic boxes are generally preferred; however cardboard boxes may be used if they are in good condition (do not use cardboard boxes for oxidizers or organic peroxides).
- Boxes must be of a size and weight that can be handled by one person.
- When packaging liquids, secondary containment must be provided either in/by the box or the box must be moved on a cart that provides secondary containment.
- It is preferable to provide cushioning between containers, and to provide absorbent material around the containers.
- Each box must have an inventory list on the outside of the box; the inventory must list the contents and size of each bottle.
- Compressed gas cylinders must have a securely attached valve cap during movement. Move the cylinders using a compressed gas cylinder cart with the cylinder secured to the cart. Small lecture bottles may be packed in a box and moved with a cart.

Biological Materials

1. The biological material must be placed into a leak proof primary container.
2. The primary containers must be placed into a sturdy, leak-resistant secondary container, coolers may be used.
 - The primary containers must be placed upright and in stable position inside the secondary container, use supports if necessary.
 - If the biological materials are at BSL 2 the secondary container must be labeled with the biohazard symbol.
 - All secondary containers must have an inventory list on the outside of the container listing the contents and size of each container.
 - The secondary container must be of a size and weight that can be handled by one person.

5. Transport Materials

- Have a spill kit, appropriate to the materials being transported, available during transport.
- Use a cart to move materials whenever possible.
- It is preferable to move materials at a time that:
 - EHS and other university support staff are available, generally 8am-5pm unless other arrangements have been made.
 - Traffic in the moving area is at a minimum. This will differ based on locations, when possible winter and summer breaks are better times to move materials.
- Have at least two people present during the move.

6. Finish Cleaning and Decontaminating your Old Lab **Chemical Decontamination**

- Generally, chemical use areas should be washed with plenty of water.

- If a spill of a known substance must be cleaned, check the chemical MSDS or contact the manufacturer for decontamination recommendations.
- If there is an unknown substance to be cleaned, contact EHS for assistance.

Biological Decontamination

- Conduct a pre-cleaning with water, disposing of the cleaning materials as infectious waste.
- Decontaminate the surface using either:
 - Freshly mixed 10% household bleach solution with a dwell time of 15 minutes, or
 - A commercial disinfectant, used according to the manufacturer's directions.

If these methods are not appropriate to the biological agents or the surface being cleaned, contact RMS for assistance.

RMS is available to inspect your vacated lab to ensure that all items are removed and the lab is clean. Then RMS will provide an inspection report to you and/or your department to serve as a record that you properly vacated your lab.

7. Set up your new lab

Refer to the separate handouts that deal with basic laboratory set-up.