Laboratory Relocation - Move-Out / Move-in / Startup Procedures and Checklists

SUMMARY

1. Principal Investigator departing space completes form prior to relocation
2. Form is retained in Department until space is backfilled for reference.

PURPOSE

The purpose of these procedures and checklists is to ensure that research staff moves are accomplished as safely and efficiently as possible. This checklist is based on the following concepts:

Safety
- Chemicals, wet or dry, may not be transported from building to building by anyone other than EH&S approved contractors. Unknown or unlabeled chemical containers cannot be transported.
- Movement of heavy items by lab staff can result in injury. Movement of these items should be done by Facilities Operations movers, contract movers, or riggers.
- Chemicals, if unsecured, can pose a hazard to movers and building occupants.
- All appropriate facilities, engineering controls, procedures, training, inventories should be in place prior to use of hazardous materials and equipment.

Efficiency
- Procedures / requirements need to be understood well in advance
- Certain reviews have longer lead times
- Minimal interruption of research operations is a primary goal of this procedure

Section 1 – Preparation for Moving

Responsibility - It is the responsibility of the Principal Investigator who will be relocating (the owner of the space to be vacated) to:

1. Assure completion of all applicable elements of this section. For large scale relocation projects a “move coordinator” should have been established for your department. This person should be able to answer many of your questions. Please refer to http://www2.ncsu.edu/ncsu/ehs/www99/left/forms/hardcopy/closeout.pdf for Hazardous Materials in Laboratories, Shops, or Other Areas) for additional information. You may also contact EH&S (see contact numbers where listed) for remaining questions or clarification.

2. Sign form and retain file copy with their departmental move coordinator until departed space is backfilled.
Note that a number of these items **must** be properly addressed prior to the movement of chemicals and radioactive materials, which may only be relocated to new buildings by EH&S contractors. **Lack of attention to these highlighted items as well as the items listed in pages 1 and 2 of the attached Environmental Health and Safety Requirements for Startup of New Facilities will delay the relocation of hazardous materials.** Lack of attention to other items on this checklist may result in a delay in startup of operations in the new location. Either of these situations is contrary to the goal of a safe and efficient move / startup experience.

**As soon as you know you will be moving (at least 3 months prior to your move or as soon as you have sufficient information to answer the following):**

- EH&S has been notified of move planned. This allows for a review of conditions in the existing lab to be reviewed and new procedures / engineering controls identified as needed for new location. Deficiencies in existing space can be identified for consideration prior to backfill by new occupant.
- Protocol for new use of animals submitted to IACUC – Required prior to startup and can be long lead time.
- Protocol for new use or amendments to existing protocols for radioactive materials submitted to RSO – Required prior to startup and can be a long lead time item.
- Requests for facility review for use of radiation producing devices submitted to RSO.
- Notification of Class 3b or Class 4 laser use in new lab location to LSO – Engineering changes may be needed for new lab which can include long lead time.
- Safety Plan for new facility submitted to EHS for review. If chemical inventory of new lab is known at this time, please include. Otherwise, submit chemical inventory for new lab to EHS when known, but prior to relocation. (This inventory is part of a complete safety plan and will be needed before chemicals / radioactive materials can be relocated).
- Review Equipment intended for surplus – See [http://www.fis.ncsu.edu/materialsmgmt/centralstores/surplus1.htm](http://www.fis.ncsu.edu/materialsmgmt/centralstores/surplus1.htm) to determine procedure /requirements for surplusing equipment – some equipment may need decontamination before release. **Do not** remove unneeded equipment from laboratories into hallways. Make arrangements with Central Stores to remove equipment.
- Assess lab equipment to be discarded – capacitors, transformers, mercury switches, mercury thermometers, radioactive sources, and chemicals will need to be removed prior to disposal.
- Identify equipment which needs special handling (professional riggers) . This may include extremely heavy items (laser tables), and/or extremely valuable items, or those otherwise needing special handling by movers with special equipment handling experience.
- Contact Insurance and Risk Management to discuss whether additional insurance is needed to cover associated risks. If this is a large scale move (e.g. department wide) the department “move coordinator” should make this contact.
- **Review contents of Environmental Health and Safety Requirements for Startup of New Facilities so that requirements for movement of hazardous materials and startup of hazardous equipment is understood in advance.**
Two to Three Months Prior to Moveout

- Make arrangements for contract movers for items that do not require riggers. Heavy items may not be moved by employees or students. Contact Purchasing for the names of Contract Movers. (515-6885)
- Identify equipment which may need temporary storage or “staging space” NOTE: Hallways are not to be used for temporary storage at any time while moves or rearrangements are in order. Please contact Central Stores for temporary relocation of your equipment to University warehousing space if necessary. (515-2198)

Within One Month Prior to Moveout – These items will all need to have been addressed for your move to occur

[Hazardous Material](http://www2.ncsu.edu/ncsu/ehs/www99/left/forms/hardcopy/newbldshort.pdf)

- Arrangements have been made with EH&S to move chemicals – This involves initial arrangements with EH&S along with completion of Step 2 of the attached Environmental Health and Safety Requirements for Startup of New Facilities checklist. Step 2 must be completed prior to chemical transport by EH&S. This will also include means to address special concerns such as handling of temperature sensitive materials during the various stages of the move. (515-6863)
- Equipment going to surplus has been cleaned prior to pick up by Central Stores
- Chemicals that can be used by other researchers have been removed from the lab and reassigned. If chemicals are to be reassigned to the researcher who will reoccupy the vacated lab, with this receiving researcher’s approval, these chemicals must be labeled and secured behind closed doors (cabinets, refrigerators, etc) inside the lab. Note that any unlabeled containers will need to be identified prior to disposal, with analytical costs charged back to the investigator who was responsible for the space. If a new occupant is not scheduled to occupy the lab immediately after it is vacated, no chemicals may be left behind in the laboratory.
- Chemicals that are not needed by you or others have been disposed
- Chemicals that will be retained by you and moved to your new location have been secured prior to entry of contract movers (who will move boxes, furniture, equipment, etc). All chemicals must be secured inside a cabinet with a closed access door within the lab (flammable storage cabinet, enclosed shelving, etc).
- Gas monitors have been disconnected prior to the move and after the gases being monitored have been removed from the lab.
- Refrigerator(s)/freezer(s) cleaned out and washed down
- Govt. controlled substances properly secured in a locked cabinet
- DEA notified of relocation of controlled substance (DEA – 919-850-2715)
- Gas cylinders properly secured/protective caps on cylinder – These will be relocated by the gas vendor.
- Lecture bottles (non-returnable, non rented cylinders) properly packaged for move
- Unneeded gas cylinders returned to vendor
Biologicals

- All biological waste autoclaved; biohazard bag placed inside black garbage bag and put into trash
- Centrifuge(s), refrigerator(s), freezer(s), incubator(s) decontaminated prior to move
- Biosafety cabinet decontaminated by paraformaldehyde procedure prior to move. Contact Contractor
- Cultures, samples properly packaged for safe move and to prevent spills

Radioactive

- All radioactive waste has been picked up by EH&S
- All fixed contamination areas have been posted
- All detection equipment has been appropriately transported
- All isotopes have been properly transferred to another PI, disposed, or arrangements made for moving.

Each applicable item has been addressed. In particular, this laboratory has been cleaned to remove hazardous chemical / biological / radioactive residues according to University guidelines. Fume hood and laboratory counter tops have been appropriately cleaned and wiped down. I have left no materials or equipment in the laboratory, other than those which have been requested by the incoming principal investigator.

______________________Building ___________________ Lab

____________________________________ Name of Departing PI (print)

____________________________________ Signature of Departing PI

______________________Date

The department move coordinator should retain this form until the laboratory is reoccupied. It may be useful in answering any questions / concerns of the new occupant.

After Relocation of Hazardous Materials to the New Laboratory – Approval for Startup in New Location

Startup of Hazardous Equipment / Use of Hazardous Materials may not commence until Step 3 of the Environmental Health and Safety Requirements for Startup of New Facilities checklist has been completed. See Attached or http://www2.ncsu.edu/ncsu/ehs/forms/relocation/newbldshort.pdf