

RELOCATION OF CHEMICALS TO NEW BUILDINGS OR LABORATORIES

PURPOSE The purpose of this procedure is to provide guidance to assure laboratories, shops, and similar work areas are ready for use, and safety issues sufficiently addressed, prior to moving chemicals into the lab. In addition, the intent is to ensure the proper movement of chemicals and equipment into the new location and, where applicable, appropriate closure of the previous location.

The following information provides general instruction on moving in to new laboratory, shop, or similar locations where chemicals or hazardous equipment may be used or stored. Specific information and instructions may be obtained by calling the personnel listed below.

RESPONSIBILITY The Environmental Health and Safety Center (EH&S Center) has implemented comprehensive programs for laboratory safety and management of hazardous materials associated with University operations. The EH&S Center manages these programs and provides oversight. Each person who uses or stores hazardous materials, or hazardous equipment, must manage their activities in accordance with University policy and procedure by following these procedures. Fines for non-compliance are the responsibility of the department found in violation.

CONTACTS	Process Hazard Review	Ken Kretchman	515-6860
	Hazardous Materials	Rob Pecarina	515-6863
	Safety Plans	Mahdi Fahim	513-1282
	Radiation Safety	Amy Orders	515-5208

PREPARATION Laboratories, shops, and other work areas must be suitable for occupancy and the proposed activities. Occupancy checklists have been prepared to ensure facilities meet minimum standards prior to moving chemicals or hazardous equipment into labs. For new or renovated facilities, Construction Management must state that the area meets the functional requirements (e.g., HVAC, exhaust ventilation, emergency systems, etc.).

LAB SAFETY All areas where hazardous materials are used or stored, and areas where hazardous processes are conducted, are required to have an approved Safety Plan. Plans must be approved prior to delivery of hazardous materials and/or use of any hazardous process equipment. Personnel must be trained in accordance with the Safety Plan, including standard and emergency operating procedures and evacuation plans prior to commencement of activities.

CHEMICAL RELOCATION Chemicals, including radioactive materials and devices, may be brought in to the work area only after the occupancy or move-in checklist has been satisfactorily completed. Chemicals may be moved from locations within the same building by laboratory personnel. Chemicals requiring transport shall be moved by EH&S or vendor personnel in accordance with DOT and other regulatory requirements.

CLOSEOUT Locations which are vacated are subject to procedures addressed in "Closeout Procedures for Hazardous Materials in Laboratories, Shops, or Other Areas".