

Laboratory Relocation Guidelines



Contents

LABORATORY RECLOCATION GUIDELINES	3
<i>Bio-hazardous Materials</i>	3
<i>Radioactive Materials</i>	3
<i>Chemicals</i>	4
<i>Radioactive, Biological, Chemical Waste and Equipment</i>	4
<i>General Housekeeping</i>	5
GETTING YOUR NEW SPACE READY	6
PACKING GUIDELINES	7
<i>Packing and Moving Chemicals</i>	7
<i>Moving Compressed Gas Cylinders</i>	8
<i>Packing and Moving Biological Materials</i>	8
<i>Packing and moving Radioactive Materials/Radiation Producing Machines, and Liquid Scintillation Counters</i>	9
<i>Packing and moving Laboratory Equipment</i>	10
HAZARDOUS MATERIALS IN LAB EQUIPMENT	10
☐ <i>Asbestos, Mercury</i>	10
☐ <i>PCBs, Acids: batteries, power supplies, high voltage systems, capacitors, transformers</i> :.....	10
OTHER EQUIPMENT.....	10
EH&S CONTACTS FOR MOVING ASSISTANCE:	10

LABORATORY RELOCATION GUIDELINES

This document provides safety guidelines for research groups **relocating or closing laboratories**. These guidelines will help you plan and execute an incident-free move of your precision instruments, equipment, and hazardous materials.

Planning and preparing for your move is also the perfect time to start your new lab on the right foot: update your chemical and equipment inventories, clean out unusable and outdated materials, and/or repair or discard broken equipment.

Notify the EH&S Research Safety Manager at 951-827-5748 or by e-mail **One Month prior to either leaving the university or relocating within the university.**

Bio-hazardous Materials

- Disinfect work surfaces that may be contaminated with biological agents with the proper disinfectant. Do not remove biohazard labels. Once the biohazard use areas have been de-contaminated, the Campus biosafety officer will schedule a time to inspect the area and remove all biohazard labels. Contact the Biosafety Officer (x22648) if you have questions regarding the proper disinfectants to use for decontamination.
- Biological Safety Cabinets require professional decontamination prior to moving and re-certification after the move. Contact the Biosafety Officer if you have a biological safety cabinet that needs to be moved to a new location.
- Authorized users of bio-hazardous materials: Update Biological Use Authorization to include new locations. Contact the Office of Research for information.
(<http://www.ora.ucr.edu/ori.aspx>)

Radioactive Materials

- Do not remove radiation labels. Survey radioactive rooms and equipment for contamination by meter and then wipe test. Fax a copy of survey results and corresponding map to EH&S Radiation Safety. A member of the radiation safety staff will schedule a time to do a confirmatory survey and remove all radiation labels. If contamination is above twice background, or if non-removable contamination is detected, contact EHS Radiation safety for guidance.
- Amend your Radioisotope Use Authorization to update your location(s). Send an updated survey map to EH&S Radiation Safety.

Chemicals

- Dispose of lab chemicals, unless department arrangements have been made for storage or transfer to your new on-campus location or to new occupants.
- If you expect to ship chemicals to a new work location (i.e., university), contact EH&S.
- If perchloric acid has been used in chemical fume hood, contact EH&S Industrial Hygiene (951-827-2964)
- Check containers for **expiration date** and signs of corrosion crystallization. Dispose of the material by the expiration date listed.
- Dispose of **peroxide forming materials**. Do not move to the new lab if the container has been opened and is more than 6 months old, or has not been opened and is more than 1 year old.
- Repackage or dispose of chemicals in broken or degraded containers.
- Update your chemical inventory to reflect your new room location(s), and delete chemicals that were disposed of as waste.

Radioactive, Biological, Chemical Waste and Equipment

- Do not move waste to your new location. Properly label the waste and request the waste be picked-up by the EH&S Waste Management Team. If the waste is picked up by a commercial vendor, a responsible person must be present in the lab during the packing process to ensure that chemicals that are being saved for other individuals are not picked up by mistake. **The department responsible for the space shall ensure that unused chemicals remaining in the space are either given to other investigators, or disposed as chemical waste.** Please contact the hazardous waste management team with questions or refer to: <http://ehs.ucr.edu/services/waste.html>.
- Repair old or damaged equipment repaired or dispose to surplus sales prior to the move.
- Equipment contaminated with radioactive, chemical or bio-hazardous material needs to be checked and cleared by EH&S. Call or e-mail the hazardous waste management team if you have contaminated equipment that you need to have cleared. Dispose of surplus through Equipment Management (951-827-4200) <http://www.matmgmt.ucr.edu/>
- Empty cylinders: Dispose prior to your move. Call the storehouse for disposal of empty cylinders (<http://matmgmt.ucr.edu/storehouse.html>). Cylinders with unknown contents: contact EH&S 951-827-5528.
- Moving to a UCR off-campus location: contact EH&S at 951-827-5528. Make provisions to handle and dispose of hazardous waste at these location(s).

General Housekeeping

- Broken glassware and non-contaminated sharps: Place in rigid, puncture resistant containers for pickup by Building Service Personnel. .
- Remove supplies from drawers, shelves, cabinets, and fume hoods

Getting Your New Space Ready

- Moving within UCR: Visit new lab to ensure that previous occupants (if any) have not abandoned equipment or materials within the space.
- Plan where equipment will go in your new area. Identify renovations, such as electrical outlets, fume hood installations, and/or seismic restraints. Address these needs before the move to prevent research down time.
- Required warning signs (radioactive materials, biohazard, etc.): Post in new lab location. Call EH&S for assistance (951-827-5748).
- Safety showers, eyewashes, fire extinguishers: and all available means of exit from labs and buildings: Review locations
- Location Specific Emergency Information form: for each of your new rooms. Go to the EH&S webpage at [econtacts.ucr.edu](http://ehs.ucr.edu).
 - To make a new placard: http://ehs.ucr.edu/hazardousmaterials/1_Guide.pdf
- Plan for space in your new lab: Refer to the Chemical Compatibility & Segregation Guidelines (<http://ehs.ucr.edu/resources/publications/ChemMove.pdf>). If you have questions contact EH&S.
- Chemical Inventory: Update chemical inventory to reflect new lab location. Refer to: <http://ehs.ucr.edu/hazardousmaterials/chemicalinventory/index.html>

Packing Guidelines

- Boxes, plastic bags, and containers for broken glass: Have ready and available before beginning packing
- Package and move lab items only during normal business hours so staff will be available to help if there is a spill or accident.
- **Never** transport hazardous materials alone.
- **Never** transport chemicals, biologicals, and radioactive materials on public roads using a personal vehicle; **it is not legal.**
- Always wear appropriate **personal protective equipment** for the materials being handled (safety glasses/ goggles, gloves lab coat, gloves, closed-toe shoes, etc.).

Packing and Moving Chemicals

- If your lab is moving off-campus: Consult with Materials Management (<http://www.matmgmt.ucr.edu>) for specific inter/intrastate or international shipping regulations.
- **Wear personal protective equipment** appropriate for the materials being handled (safety glasses, lab coat, gloves, closed-toe shoes, etc.).
- Ensure chemical containers are **properly labeled**, and if liquid, are transported in secondary containers; ensure containers are in good condition and secured so they cannot leak in transport.
- Unknowns: Unknowns can't be disposed of until the contents are identified. For assistance, contact EH&S Waste Program; (951-827-4248/5518)
- Separate chemicals into **compatible groups** and provide separate, labeled boxes for each. This is extremely important to prevent serious accidents if boxes are dropped or damaged in transport. Refer to "Chemical Compatibility and Segregation Guidelines" at <http://ehs.ucr.edu/resources/publications/ChemMove.pdf>
- **Keep an inventory as you pack.** Minimum information shall include chemical name, date received, date opened, container size, and quantity.
- Use sturdy, partitioned boxes or other suitable chemical containers. Transport liquids in chemical resistant, leak-proof, secondary containers or in original shipping containers.
- Plastic boxes with lids may be borrowed from EH&S. Leave enough room to completely close the box. Don't allow bottle necks or stems to stick out of box.
- Refrigerated materials: Separate by hazard class and handle according to their special requirements.
- Carefully move chemicals both inside and outside of buildings.

Moving Compressed Gas Cylinders

- Ensure the **valve cap is securely in place** before moving cylinder.
- Transport cylinders on a **wheeled cart**, carefully secured in an upright position to prevent them from falling. Never move a cylinder by rolling it across the floor
- Don't leave a cylinder **unattended** in the corridor.
- **Never drop** cylinders or bang them against each other or another object.
- Report suspected **leaks** immediately to EHS 951-827-5528 or 9-911 after hours. If the material in the tank is highly toxic, evacuate everyone from the area. Leaking bottles should be put in the fume hood, if possible.
- If your lab is moving off-campus, consult with Materials Management (<http://www.matmgmt.ucr.edu>) for specific inter/intrastate or international shipping regulations.

Packing and Moving Biological Materials

- Biological materials including disease causing agents, human/ animal tissues, blood, blood products, and other body fluids, shall be packaged in both **primary and secondary containers**.
- Primary containers shall be **tightly sealed** to prevent leakage. Take care to avoid contamination of the container's exterior. Examples of primary containers are test tubes, vacutainers, IV bags, or culture flasks. Surround the primary container with absorbent packing material.
- Use rigid, sealable and break resistant containers, such as sealable pans, closed metal ice chests, cardboard or plastic mailing tubes, as secondary containers.
- Label primary and secondary containers with the international Biohazard symbol, the type of material, and the name and phone number of the PI. Labels shall be legible and lasting.
- If your lab is moving off-campus, consult with Materials Management (<http://www.matmgmt.ucr.edu>) for specific inter/intrastate or international shipping regulations.

Packing and moving Radioactive Materials/Radiation Producing Machines, and Liquid Scintillation Counters

- Radioactive materials, liquid scintillation counters, and radiation producing equipment: May be moved to another location **only** if the new location is an on-campus location approved by EHS Radiation Safety. Radiation Safety shall supervise the move of radioactive materials to the new location. Contact the vendor if you plan to move your scintillation counter since it might involve special packing requirements.
- If you plan on transferring radioactive materials, radiation producing machines, and liquid scintillation counters to an off campus location, contact Radiation safety at 951-827-5748.

Packing and moving Laboratory Equipment

Hazardous Materials in Lab Equipment

Certain lab equipment may contain materials/ chemicals that are potentially harmful to human health or the environment. These may include:

□ **Asbestos, Mercury:**

Autoclaves, ovens, furnaces, gloves, curtains, manometers, thermometers, barometers, silent switches. Carefully prepare equipment for transport. Items that possess or are connected to damaged asbestos products should not be moved. Contact UCR Physical Plant, Asbestos Abatement (951-827-4712) <http://pplant.ucr.edu/>

□ **PCBs, Acids: batteries, power supplies, high voltage systems, capacitors, transformers:**

Damaged items known or suspected to contain any hazardous materials (PCBs) shall be reported to EH&S Hazardous Waste (951-827-5518 <http://www.ehs.ucr.edu/waste/index.html>) These will include large power supplies. Any PCB- containing items must be clearly labeled prior to transport to the new facility.

Other Equipment

Fragile components, glassware or components that may spill if inverted must be carefully secured or chained.

EH&S Contacts for moving assistance:

Richard Watson	Hazardous Waste	951-827-4248	richard.watson@ucr.edu
Ondra Carter	Radiation Safety	951-827-5529	ondra.carter@ucr.edu
Karen Janiga	Radiation Safety Officer, Research Safety Manager	951-827-5748	karen.janiga@ucr.edu
Nasr Gergis	Biological Safety Officer	951-827-2648	nasr.gergis@ucr.edu
Beiwei Tu	IH/Fume Hoods	951-827-2964	beiwei.tu@ucr.edu