

LABORATORY/EQUIPMENT RELOCATION & CLEARANCE PROGRAM DOCUMENT



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LABORATORY/EQUIPMENT RELOCATION & CLEARANCE PROGRAM DOCUMENT

1. Introduction

This document provides guidance to all principal investigators, laboratory staff and department administrators on how to ensure laboratory and equipment moves are conducted safely. This document outlines the necessary steps to prepare a laboratory and/or equipment to be safely relocated, and how to properly transfer and/or dispose hazardous materials.

2. Roles and Responsibilities

a. Principal Investigators

The Principal Investigator (PI) is responsible for ensuring that all equipment to be moved or salvaged are properly decontaminated, and hazardous materials are properly handled, stored, transferred to another PI and/or disposed of according to regulatory requirements. If an injury or spill were to occur while moving, PI should report the injury or spill to EH&S (<https://ehs.ucr.edu/> or 951-827-5528).

b. Lab Safety Officers/Delegates

The Lab Safety Officers/Delegates provide all pertinent checklists and guidance documents to lab occupants as soon as possible.

c. Departments

The department responsible for a space ensures that any unused chemicals that remain in the space are either given to other investigators or disposed of as hazardous waste. It is also the responsibility of the department to properly decontaminate equipment to be moved or salvaged.

d. Environmental Health and Safety (EH&S)

EH&S provides guidance to researcher, lab safety officers/delegates, and Facilities Services for the safe and proper transfer and/or disposal of hazardous materials when relocating a laboratory.

EH&S provides the following services:

- Conduct hazardous waste pick-up
- Provide approval to move the equipment after receiving acknowledgement from researchers that the equipment has been properly decontaminated according to this document
- Provide guidance and coordination to modify Use Authorizations (e.g. Biological Use Authorization, Controlled Substance Use Authorization, Radiation Use Authorization, etc.)

EH&S does not provide the following services:

- move or clean equipment
- lab pack

3. Contact Information

Name	Program	Phone Number	Email
Tiffany Kwok	Research Safety Programs Manager	951-827-4244	tiffany.kwok@ucr.edu
Juan Carlos Sanchez	Hazardous Waste Supervisor	951-827-2648	juan.c.sanchez@ucr.edu
Tran Phan	Acting Biosafety Officer/High Containment Lab Director	951-827-4246	tran.phan@ucr.edu
Patrick Monnig	Chemical Hygiene Officer/Lab Safety Supervisor	951-827-4254	patrick.monnig@ucr.edu
Pamela A. See	Research Safety Specialist	951-827-5878	pamela.see@ucr.edu
Karen Janiga	Radiation/Laser Safety Officer	951-827-5748	karen.janiga@ucr.edu
Kyle Soliz	Chemical Inventory & Controlled Substance Coordinator	951-827-5879	Kyle.soliz@ucr.edu
Facilities Services	http://facilities.ucr.edu/	951-827-4214	facilities@ucr.edu
Excess Property	https://cbs.ucr.edu/storehouse/surplus.	951-827-5546	

(Surplus)	html		
Receiving & Shipping (non-Rad.)	http://cbs.ucr.edu/shipping/shipping.html	951-827-3134	

4. Move Into a Laboratory Procedures

- Notify EH&S of scheduled move. <https://ehs.ucr.edu/laboratory/labequipmentmove.html>
- Review **Guide for New Principal Investigators and Supervisors (Appendix A)** and **Research Approval and Training Requirement (Appendix B)**.
- Meet with department’s assigned EH&S Safety Mentor and other EH&S personnel for guidance on proper lab set up that will minimize hazards and mitigate risks.
- Set up lab and conduct research in a safe manner.

5. Move Out of a Laboratory Procedures

- Notify EH&S of scheduled move. <https://ehs.ucr.edu/laboratory/labequipmentmove.html>
- EH&S will respond within two (2) business days.
- Minimize the amount of materials to be moved.
- Do not move waste to new location. Properly label the waste using the WASTE system (<https://ehs.ucop.edu/waste/#/>) and request the waste be picked-up by the EH&S Hazardous Waste Management team.
- Decontaminate all contaminated surfaces using appropriate disinfectant or detergent solution.
- After decontaminating equipment, notify EH&S Safety Mentor that the equipment has been decontaminated according to SOPs.
- EH&S will review the equipment and/or lab space to be free of hazards, and if approved, EH&S will affix Clearance Tag to equipment and/or lab space to indicate it is safe for movers to move, or safe to enter lab space.
- Remove all supplies from drawers and shelving units.
- Limit weight when packaging boxes.
- Dispose broken glass/non-contaminated sharps in designated non-contaminated broken glass containers.
- Do not transport hazardous materials in personal vehicles.

6. Hazardous Materials Type

A. Biological Materials

- Wear personal protective equipment appropriate for the materials being handled (safety glasses, lab coat, gloves, closed-toe shoes, etc.).
- Dispose of biological agents in appropriate containers (i.e., sharps container and red autoclavable bags).
- Disinfect equipment and work surfaces that may be contaminated with biological materials with appropriate disinfectant (e.g. 10% bleach solution or 70% ethanol) for 15 minutes prior to relocation or vacating the laboratory. Do not remove biohazard labels, until the biohazard use areas have been decontaminated/disinfected. If there are any questions regarding the proper disinfectants to use for decontamination, contact the Biosafety Officer (x2-4244).
 - Decontaminate all biological safety cabinets (BSC) by an approved biosafety cabinet service company prior to relocation. (Note: UC Agreement with Technical Safety Services, Inc. – Contact TSS at 800.877.7742)
 - Upon proper decontamination, contact Facilities Services to have the BSC relocated to a new location.
 - After relocation of biosafety cabinets, recertify BSC by an approved biosafety cabinet certifier for correct air flow and filter integrity after being moved.
- Update Biological Use Authorization (BUA) to include new locations and remove vacated locations. Contact the Office of Research Integrity for information (<https://research.ucr.edu/ori/committees/ibc.aspx>)
- Transport biological materials in a labeled, leak-proof, rigid secondary container.

- If transporting or shipping off-campus, consult with UCR Receiving & Shipping (<http://cbs.ucr.edu/shipping/shipping.html>) for specific inter/intrastate or international shipping regulations.

B. Chemicals

- Wear personal protective equipment appropriate for the materials being handled (safety glasses, lab coat, gloves, closed-toe shoes, etc.).
- Identify and clearly label all chemical containers.
- Identify all unknowns. Don't move unlabeled ("unknowns") or leaky containers. Unknowns cannot be disposed of until the contents are identified. If assistance is needed, contact EH&S Hazardous Waste Management team.
- Identify chemical waste, segregate waste streams, and label waste containers using WASTE. Dispose of all expired chemicals through EH&S by labeling the containers using WASTE.
- For unwanted chemicals, arrange with other labs to include in their inventory.
- Deface empty containers and dispose appropriately.
- Ensure that fume hoods are free of hazardous materials and cleaned with detergent cleaner or decontamination solution.
- Properly separate and package all chemicals in compatible hazard classes. Appropriately label each box. For more information, <http://ehs.ucr.edu/resources/publications/ChemMove.pdf>
- Transport chemicals in leakproof, chemical resistant secondary containers.
- Update Chemical Inventory.
- If transporting or shipping off-campus, consult with UCR Receiving & Shipping (<http://cbs.ucr.edu/shipping/shipping.html>) for specific inter/intrastate or international shipping regulations.

C. Compressed Gases

- Verify the valve cap is securely in place before moving any 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 all suspected leaks immediately to EH&S. 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.
- Ensure all compressed gas cylinders are labeled. Empty cylinders should be labeled "Empty." Call the vendor for disposal.
- Occupants that are leaving the University must arrange for the cylinders to be returned to the manufacturer or Campus Storehouse.
- Arrange transfer of toxic and flammable gases with 3rd party vendor. Toxic and flammable gases shall not be transported in personal vehicles.
- If laboratory is moving off-campus, consult with UCR Receiving & Shipping (<http://cbs.ucr.edu/shipping/shipping.html>) for specific inter/intrastate or international shipping regulations.

D. Controlled Substances

- Notify Controlled Substance Coordinator of planned move.
- Coordinate with Controlled Substance Coordinator to transfer temporarily all inventory to Coordinator.
- Complete Chain of Command.
- Submit amendment to Controlled Substance Use Authorization (CSUA).

E. Lasers

- Remove liquid dyes. If not reusable, request for waste pickup using WASTE.

- Upon clearance, EH&S will remove laser warning signs; battery operated warning lights, and any other laser signs (emergency procedure, etc.) from the door and the lab.

F. Radioactive Materials

- Arrange with EH&S to remove all radioactive materials including waste from the laboratory.
- Conduct surveys of all radioactive rooms and equipment for contamination by using a calibrated Geiger meter, followed by a wipe test. Decontaminate any contaminated areas using detergent cleaner or decontamination solution. Email the RSO a copy of the survey results and corresponding map.
- Update location(s) by amending the Radiation Use Authorization (RUA), if applicable. Send an updated survey map to EH&S Radiation Safety.
- If leaving the University, update and finalize usage logs.
- Personnel Dosimeters must be returned to EH&S.
- Radiation Safety Officer or designee will perform a confirmatory close-out survey and remove all radiation labels.

G. X-Ray Machines

- Schedule service technician visit to prepare X-ray machine for transport and for reinstallation in new location. Facilities Services may be required to move X-ray machines.
- Remove the X-ray posting from the lab door, as well as any other X-ray postings (emergency procedure, operating procedure, etc.) in the lab.

7. Equipment

- Repair or dispose old or damaged equipment prior to the move.
- Equipment or appliance that may contain refrigerant is subject to the “Safe Disposal Requirements” of the Clean Air Act of 1990 as implemented by 40 CFR Part 82, Subpart F, 82.150-166, requiring that refrigerants be removed from equipment and appliances prior to final disposal.
- Decontaminate all equipment (freezer, refrigerators, incubators, centrifuges, shakers, water baths, glove boxes, etc.) with appropriate disinfectant or a detergent cleaner.
- For fume hoods, remove all chemicals from fume hood and appropriately store in approved locations, and clean any signs of spills with detergent cleaner or decontamination solution.
- Once equipment has been decontaminated, notify EH&S for review and, if approved, Clearance Tag will be affixed to each equipment to indicate it is safe for movers to move.
- Coordinate equipment move with approved professional vendor (e.g. TSS, Matheson, Airgas, etc.) or Facilities Services (limited equipment). Be sure to include a detailed list of equipment to be move.
- When moving equipment with samples inside, be sure samples are packed in non-breakable containers, and prepare equipment according to professional vendor.

8. Clearance Tag

UCR RIVERSIDE | Environmental
Health & Safety

CLEARANCE TAG

Equipment
 Room: _____

The above selected to which this tag is attached to has been properly decontaminated according to UCR EH&S guidance and is ready to be moved or is safe to enter.

Name: _____
Signature: _____
Date: _____

9. Appendix

- A. [Guide for New Principal Investigators and Supervisors](#)
- B. [Research Approval and Training Requirements](#)