

# Process of moving out of the Labs

## Three Months Before You Move (or as early as possible in the process)

1. Review and complete a Laboratory Close Out Notification with copies to your Department Administrator and the Lab Operations Coordinator.
2. Upon receipt of your close out notice, OH&S and the Lab Operations Coordinator will accompany you and your department's administrative representative or other responsible party in a tour of your laboratory.
3. After the tour of your lab(s), OH&S and the Lab Operations Coordinator will help you address safety issues identified. As a team we will jointly develop a close out plan customized to your lab(s). We will agree upon target dates for critical process steps.
4. Review the following close out checklist It covers general points to help you safely and efficiently vacate your lab(s). Where needed, more consultation will be provided by OH&S.

## Thirty Days Before You Move

1. Review your lab(s) again to be sure all unknown materials have been identified and no new ones have been created while preparing to vacate the lab(s). It is productive to repeat this step of the close out process, because identifying and disposing of "unknowns" is a major cost item in laboratory close outs.
2. Seek assistance from OH&S in planning the safe transfer to your new lab and removal of any high hazard materials (violently reactive chemicals, toxic gases, etc. as identified during the chemical disposal process).
3. Follow-up on the status of time critical close out plan steps such as: radioactive and chemical waste collection, special equipment moving arrangements, posting of your new laboratory for biological or radioactive materials, etc.
4. Visit your new lab space to ensure that previous occupants (if any) have not abandoned any equipment or materials.

5. Verify that all modifications in your new space will be completed before your move.
6. No equipment used for radioactive material should be moved with external removable contamination present. You and your radiation workers can perform wipe and meter surveys to assure this for smaller items. For assistance contact the Radiation Safety Coordinator

## **At Moving Time**

1. Package and move lab items only during normal business hours (8:00 am - 4:30 PM) so staff will be available to help if there is a spill or accident.
2. Provide secondary containment for biohazardous materials, chemicals and radioactive materials during transport (even when just moving a few doors down the hall).
3. Never transport hazardous materials alone.
4. Never transport hazardous materials on public roads.
5. Wear appropriate personal protective equipment for the materials being handled (safety glasses or goggles, lab coat, gloves, closed-toe shoes, etc.).
6. Have boxes, plastic bags and containers for broken glass, etc., ready and available before you begin.
7. Post any required warning signs (radioactive materials, biohazard, etc.) in your new lab location.
8. Review the location of safety showers, eyewashes, fire extinguishers, and all available means of exit from laboratories and the building.
9. Revisit your old lab space. Have any materials been left? Are any hazardous materials left in your old lab?
10. Notify the Lab Operations Coordinator that you are ready for the closeout approval.
11. Lock your lab, when you are through moving out and return your key to your department