Section 10 - Moving In / Moving Out

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A. MOVING IN: OCCUPYING A NEW OR REMODELED LABORATORY

Occupants moving into new or remodeled laboratory space must comply with many health and safety regulations designed to keep workers safe. See the EH&S Moving In Checklist (Appendix E) for a comprehensive list of requirements and recommendations for moving into a new laboratory.

1. Before the Move

   a. Clearing of laboratory by previous occupants
      If possible, visit your space in advance to ensure that it has been completely decontaminated and cleared for reuse. See the Moving Out Checklist in Appendix E for more details. If you believe that the space is still contaminated or has not been properly
cleared out, contact that building’s Building Coordinator immediately for assistance in locating the department and researcher previously occupying the room.

b. **Laboratory design**

If you are modifying an existing laboratory or constructing a new one, refer to the CSU Laboratory Safety Design Guide, online at [http://www.creatdocument](http://www.creatdocument). The Guide outlines requirements and recommendations for new laboratories. For further information about laboratory equipment installation, testing and approvals, contact OEH&S at 216-687-9306.

Facilities Architects Services Technology services must be used for certain physical work involved with the installation of equipment. This may include but is not limited to bolting items to walls or floors and electrical and plumbing work. To request work, contact them as described in Appendix F.

Ensure that any physical modifications are complete before you begin to handle hazardous materials. This includes electrical work, plumbing, air balancing in the building, and other considerations. Also ensure that any fume hoods and biosafety cabinets have been certified by OEH&S.

If your laboratory does not meet your needs, consider obtaining access to another laboratory's equipment or space. For example, you may want to share a fume hood with another group.

c. **Ordering specialized equipment**

Order specialized equipment such as flammable liquid storage cabinets, acid and base storage cabinets, flammable material or explosion proof refrigerators, fume hoods and biosafety cabinets in advance. Many of these items require approval; see Section 4, Equipment and Facilities, New fume hoods and biosafety cabinets must be tested and certified by before use.

d. **Transporting and storing hazardous materials**

Plan ahead about how and where you will transport and store your materials and equipment so that you can pack and unpack most efficiently. You must not block hallways, doorways or emergency equipment while packing or unpacking. Special arrangements must be made with a hazardous materials mover for chemicals, gasses, and other hazardous materials. Call EH&S at 216-687-9306 for assistance with moving arrangements for hazardous materials. Call 216-687-3715 for assistance with moving radioactive materials.

Finally, refer to the Moving In Checklist in Appendix E of this manual. Many items in that checklist can or must be completed before you move in.

2. **After the Move**

Use the Moving In/New Laboratory Checklist in Appendix E of this manual to help you fulfill all health and safety requirements. Start filling out this checklist as early as possible; some items should be completed weeks or even months in advance of your move.

Once you have moved in and completed the checklist, consider regularly using the more detailed Annual Laboratory Self –Assessment Checklist ([create self check List](#)), also in Appendix E, to evaluate overall conditions and practices in the laboratory.
3. **Checklist for Moving Into a Laboratory**
   A comprehensive checklist for moving in is in Appendix E of this manual.

**B. MOVING OUT: VACATING A LABORATORY**

Whether a laboratory is being completely vacated or partially vacated, you must leave your portion of the laboratory in a clean and safe condition for the new occupants or construction crews. Prior to vacating a laboratory, you must remove all chemicals, biological materials, radiological materials, and any other hazardous materials and you must decontaminate all work surfaces. You must also remove all equipment (unless arrangements have been otherwise) and any garbage or other items that will not be wanted by the new occupants. OEH&S is available to assist with the clearance of your laboratory. It is helpful to contact OEH&S a month or two before you move.

Use our Moving Out Checklist in Appendix E as a tool for making sure that all requirements associated with moving out are completed. Thorough planning of a laboratory move is essential. OEH&S recommends that each laboratory or department develop a list of all the tasks and which people are assigned to each task.

The responsibilities of the Principal Investigator, Department, Project Manager (if there is one) and EH&S are listed below.

1. **Responsibilities**

   a. **Principal Investigator**
      
      The Principal Investigator is responsible for managing the safe removal of hazardous materials and decontamination of the laboratory and equipment when leaving, moving, or closing a laboratory. The PI is required to remove the hazards associated with his/her work and to provide information about potential hazards (or lack thereof) remaining in the space. The PI is responsible for ensuring the removal of all chemical, biological, and radioactive materials and their residues from the labs in which their work was conducted. The PI may delegate tasks to lab staff and colleagues appropriate to their level of training, knowledge, and ability to address them; however, in all cases, it remains the PI’s responsibility to assure tasks are completed satisfactorily according to the guidelines and specified protocols.

   b. **Project Manager**
      
      The Project Manager is responsible for ensuring that all steps of a construction or remodeling project are completed. For department-managed projects, this person may be a department employee, and for Facilities Services projects, this person may be a Facilities Services employee. Either entity may contract for project management services; if they do, then it is the contracted individual who assumes responsibility for assuring project tasks are completed according to plan and schedule.

   c. **Department/ Colleges**
      
      The department is responsible for ensuring that Principal Investigators and designated Project Managers manage laboratory closures or moves responsibly. In the event a PI is no longer available to fulfill his or her duties, then the department must ensure the completion of tasks ordinarily assigned to the PI. If hazardous materials are not responsibly managed and require removal by OEH&S or by an outside contractor, the department or College will be responsible for incurred costs. Any regulatory action or fines resulting from improper management or disposal of chemical waste will be the responsibility of the department.
Departments also retain records about chemical exposure and other chemical safety issues. Records retention is discussed in Section 8 - Record Keeping.

d. OEH&S
EH&S is available for advising a Department, PI or Project Manager on environmental, health and safety-related aspects of laboratory deactivations and moves.
- If laboratory operations have involved radioactive materials, please refer to the Radiation Safety Manual and the Moving Out Checklist in Appendix E of this manual for additional OEH&S roles in laboratory closures.
- If laboratory operations have involved biological materials, please refer to the Biological Safety Manual and the Moving Out Checklist in Appendix E of this manual for additional OEH&S roles in laboratory closures.

2. Transportation Requirements and Logistics

a. Moving Equipment and Non-Hazardous Items
You may choose to hire an outside moving company or CSU Movers to pack and/or move equipment and non-hazardous materials such as glassware, books and computers. Moving companies and CSU Property Control, CSU Movers are not authorized to move hazardous substances (see next subsection for information about moving hazardous substances).

Moving companies are also not authorized to remove materials and equipment that are attached to the building (e.g. removing a laboratory bench from a wall) or would impact the building materials (e.g. removing a cork board that is glued to the wall). Facilities Services or a contractor managed through Office of University Architects must be hired for tasks involving removal of materials and equipment attached to the walls and floors and electrical and plumbing work. To request this work from Facilities Services, refer to Appendix F.

Lab equipment must be decontaminated before it is moved. Information on decontamination Policy is in Sections 4.G. and 4.H of this manual and online at www.csuohio.edu/offices/ehs

b. Moving Hazardous Materials
Investigators have the options of moving their hazardous chemicals themselves with the guidance of OEH&S or of hiring through OEH&S a hazardous materials contractor.

If you choose to move your chemicals yourself, you can use a cart (if transporting them on campus) or a vehicle under certain strict conditions. If you use a cart, refer to the requirements (e.g. spill kits, spill training, PPE) under Transporting Chemicals in Section 2.F of this manual. If you choose to use a vehicle, the requirements in Section 2.F mentioned above apply along with four addition conditions:

1) The driver must be a CSU employee,
2) The vehicle must be a CSU-owned vehicle (either owned by the department or rented from CSU Motor Pool)
3) The trip must be business-related only, and
4) You must let EH&S know what you will be moving.
5) A Bill-of-lading must be completed with all DOT requirements.
6) If applicable vehicle must have the correct plaquards for the material being transported on public road ways.

The chemicals must be in DOT-approved containers. EHS will loan you DOT-approved containers upon request.
c. Moving Radioactive Materials

For short moves of radioactive materials between locations on campus, an investigator may choose to “hand carry” these materials to a new location. Radioactive materials transported in this manner shall be in a closed container and contain diatomaceous earth or similar absorbent in order to mitigate any possible spill.

For any move of radioactive materials over public roads or long enough distances to require the use of a vehicle, contact OEH&S to complete the move 216-687-3715. Radioactive materials must never be transported by laboratory personnel in either private vehicles or university vehicles. All vehicular transport of radioactive materials must be performed by contracted service providers.

d. Moving Biological Materials

When transporting biological materials, follow the instructions in Appendix C of the University Biosafety Manual, online at: www.csuohio.edu/offices/ehs

e. Moving Freezers

A moving company or service provider cannot move any freezers containing materials that would be considered infectious, including viral stocks, human or primate diagnosis specimens or liquid nitrogen freezers or dewar flasks. Special arrangements must be made with OEH&S to move freezers and dewars containing infectious items. Specialized moving companies can move freezers and dewars that do not contain infectious materials. Call 216-687-9306

3. Checklist for Laboratory Moveouts

The four major areas to address when vacating a laboratory are chemical safety, radiation safety, biological safety, and general safety, which includes sharps and broken glass. A moving out checklist has been developed to facilitate this process and is in Appendix E of this manual. The Notice of Laboratory decommissioning must be completed, signed and posted on the inside of one of the laboratory doors. The form can be found at the following link: www.csuohio.edu/offices/ehs