

A Guide to Relocating Hazardous Materials



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Introduction

The following manual contains safety guidelines and reference information for the physical relocation of hazardous materials and is primarily written for laboratory relocations. These guidelines are based on established policies and procedures drawn from the Chemical and Laboratory Safety Manual, the Responsible Management of Hazardous Waste Manual, the Radiation Safety Manual, and the Biosafety Manual. Planning and preparing for your move is the perfect time to update your chemical and equipment inventories, clean out unusable and outdated materials, and repair or discard broken equipment. This will help ensure that a safe work space is created in your new location. The time you spend preparing and organizing may save you time and money by preventing accidents.

If you have questions before, during, or after your move, call the Office of Research Safety (ORS) staff member assigned to your relocation.

Online Resources:

- ORS website: www.research.uga.edu/safety/
- ESD website: www.esd.uga.edu/
- Information on chemical waste: www.esd.uga.edu/hazardous-materials
- Biological safety policies and procedures: www.research.uga.edu/biosafety
- Chemical and Laboratory Safety Manual:
<http://research.uga.edu/docs/units/safety/manuals/Chemical-Laboratory-Safety-Manual.pdf>
- Radiation Safety Manual:
www.research.uga.edu/safety/wp-content/uploads/sites/56/2015/06/RSM-complete-5.2014.pdf

Helpful Contact Information:

- | | |
|--|--------------|
| • Office of Research Safety | 706-542-5288 |
| • Environmental Safety Hazardous Materials | 706-542-5801 |
| • Environmental Safety Chematix Assistance | 706-542-5801 |
| • Biological Safety Office | 706-542-2697 |
| • Radiation Safety Office | 706-542-0107 |
| • Facilities Management Work Orders | 706-542-7456 |
| • Central Research Stores | 706-542-2411 |

Planning for the Move

Who to Notify of the Move:

In the planning stages, the following groups should be informed a month prior to the move:

- Office of Research Safety: The Opening, Closing, or Relocation Form **must** be completed. This form is the first step of your move and is located on the ORS webpage: <http://research.uga.edu/safety/chemical-laboratory/opening-closing-lab/>
 - After submitting the above form, you will be contacted by the ORS representative assigned to your relocation to coordinate your Closing and Opening Inspections.
- Facilities Management Work Order Section (for furniture and equipment)
- The Building Supervisor of the new building.
- The Biosafety Office (if biological hazards are involved), for instructions on decontamination of biological safety cabinets and movement of biological materials.
- Environmental Safety Division (ESD) Hazardous Materials Group, to determine which permits, regulations, and requirements must be adhered to in order to ensure a proper move.
- Radiation Safety (if radioactive materials are present), for transfer of radioactive materials and removal of radioactive waste.

Who Will Move Your Hazardous Materials and How?

- ESD-Hazardous Materials Group should be consulted before the packing process and prior to move. If the move is within the same building or to an adjacent building on campus, they may give laboratory staff authorization to move properly packed chemicals using a hand-truck, dolly, or cart.
- If hazardous materials are being transported to an off-site location or to a non-adjacent building on campus, contact ESD-Hazardous Materials Group for an appointment to pack and ship all hazardous materials. Please reference the [Hazardous Materials Shipping Information](#) page found on the ESD website for further information.
- The Radiation Safety Office (if radioactive materials are involved). Any move of radioactive materials must be arranged through the Radiation Safety Officer

Please note: Trained staff using university vehicles must be used to transport hazardous materials on campus. The use of private vehicles to transport hazardous materials is prohibited.

Radioactive Materials

The Radiation Safety Officer must clear any lab with radioactive materials before a move. To move radioactive materials on- or off-campus, arrangements must be made through the Radiation Safety Office. Prior to moving radiation sources to other on-campus locations, the lab permit needs to be amended. This "Location Change" amendment form is located on the Research Safety website:

research.uga.edu/safety/radiation/.

Once completed, this form can be mailed to Radiation Safety via inter-office mail or faxed to 706-227-4626.

Movement of radioactive materials cannot take place without prior permission and checkout inspections.

Biological Materials

The University Biosafety Office must be contacted prior to the relocation of any biologically hazardous materials and equipment including all biological safety cabinets. Biohazardous materials must be properly packaged prior to the move. Consult with the Biosafety Office regarding proper preparations.

Movement of biological materials and equipment cannot take place without prior permission and checkout inspections.

Deciding What Items to Move

At least four weeks (preferably two months) before the move:

- Inspect existing chemicals and equipment in your laboratory.
- Evaluate your relocation site and move only those items that will be of use at the new laboratory.
- Unwanted chemicals that have not been opened can be relocated through the University's chemical surplus program operated by Central Research Stores.
- Prepare to dispose of opened containers of chemicals that you no longer want. This will include unusable, expired and/or inherently waste-like chemicals. Process these chemicals for disposal through the University's Hazardous Waste Program as soon as possible because it may take three to four weeks from the time of the initial request for the hazardous waste vendor to perform a pickup. If a complete lab clean-out is required, contact the Hazardous Materials Group as soon as possible so that proper arrangements can be made.
- Arrange to give unserviceable equipment and items that are broken or that will not be used to the unassigned property unit (surplus properties).
- Schedule equipment repair before you move so that only properly functioning equipment is moved.
- Check all equipment for chemical or radioactive contamination. If you need assistance with this, contact the appropriate department.
- Contact Radiation Safety to have radioactive waste removed.
- Check all cabinets, drawers, closets, and fume hoods for chemicals that might have been left.
- Verify shared storage areas have been cleared of all chemicals belonging to this laboratory, if they are to remain they will need to be transferred to the receiving PI before the lab space can be closed.

Evaluating the New Facility

- Plan where large items will be placed prior to move. Consider electrical outlet placement and if additional outlets are needed please place a work order through Facilities Management to have them added if they are required. Please note: Extension cords and power strips will not be permitted for use with large equipment.
- If hazardous chemicals are to be used, make sure there is a safety shower and eyewash in the laboratory.
- Plan storage areas for your chemicals by hazard class.
- Determine a Satellite Accumulation Area for collecting unwanted hazardous waste generated in the lab.
- Determine a safety restraint area (i.e., chains), or affix gas cylinder anchors in the areas where gas cylinders will be used and stored.

Moving supplies

Check to see if you have all the supplies and equipment you need to pack. At a minimum, you will need:

- boxes
- absorbent materials (newspaper, vermiculite, etc.)
- magic markers
- a gas cylinder cart
- hand trucks
- bungee cords
- packing tape
- proper personal protective equipment for the chemicals that will be packed
- proper spill cleanup materials in the event of a spill

Unwanted Equipment and Gas Cylinders

Equipment

- Recycle, salvage, or dispose of unwanted equipment when possible. Old refrigerators must be emptied, decontaminated, and labeled “FOR LAB USE ONLY.”
- Decontaminated equipment may be given to the unassigned property unit. Call 542-6983 for information. Liquid scintillation counters and certain gas chromatographs being surplus must have the radioactive source removed and a contamination survey completed by the Radiation Safety Office prior to transportation.

Gas Cylinders

- Empty cylinders should be labeled empty. Call the supplier for pick-up. Because of the very high cost of disposal of most toxic gases, these gases should be returned to the vendor whenever possible. Contact the vendor for guidelines on preparing the cylinder for return.
- If you have a cylinder with unknown contents or if the manufacturer will not take the cylinder back, contact ESD-Hazardous Materials Group.

Closing the Previous Laboratory

Once the previous lab is empty and move is complete:

- Schedule a closing inspection with the Office of Research Safety.
- Verify all chemicals, hazardous waste, gas cylinders, and equipment that will not remain, has been removed.
- Clean and decontaminate all work surfaces.
- Remove all bench coat covering and dispose of it properly.
- Remaining refrigerator/freezers must be defrosted and/or decontaminated. Appropriate precautions must be taken if they were used to store biological agents.