

# RELOCATING HAZARDOUS MATERIALS

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UNIVERSITY OF  
**GEORGIA**

Office of Research  
*Research Integrity and Safety*

## I. Purpose & Scope

The following procedure 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 several oversight groups including Chemical Safety, Radiation Safety, Biosafety, and the Environmental Safety Division. 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preparing for your move is the perfect time to update your chemical and equipment inventories, clean out unusable and outdated materials, and repair or discard broken equipment.

## II. Planning for the Move

- A. In the planning stages, the following groups must be informed a month prior to the move:
  - Office of Research Safety (ORS): The Opening, Closing, or Relocation Form must be completed. This form is the first step of a lab move and is located on the [ORS webpage](#). After submitting the form, an ORS representative will reach out to the laboratory and contact all involved compliance groups which may include the Office of Biosafety, the Office of Radiation Safety, and/or the Environmental Safety Division (ESD).
  - Facilities Management Division (FMD) Support Services: Support services is tasked with coordinating equipment moves, but note that FMD will not move chemicals.
- B. ESD-Hazardous Materials Group will be consulted before the packing process and prior to the move. If the move is within the same building or to an adjacent building on campus, laboratory staff may be given authorization to move properly packed chemicals using a hand-truck, dolly, or cart.
- C. If hazardous materials are being transported to an off-site location or a non-adjacent building, ESD will need to be consulted for an appointment to pack and ship all hazardous materials.
- D. 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.

- E. **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. The Radiation Safety Office can be contacted for additional information.
- F. **Biohazardous 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. The Biosafety Office can be contacted for additional information.

### III. **Deciding What Items to Move**

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

- A. Inspect existing chemicals and equipment in your laboratory.
- B. Evaluate your relocation site and move only those items that will be of use at the new laboratory.
- C. Unwanted chemicals that have not been opened can be relocated through the University's chemical surplus program operated by Central Research Stores.
- D. 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.
- E. Arrange to give unserviceable equipment and items that are broken or that will not be used to the unassigned property unit (surplus properties).
- F. Schedule equipment repair before you move so that only properly functioning equipment is moved.
- G. Check all equipment for chemical or radioactive contamination. If you need assistance with this, contact the appropriate department.
- H. Contact Radiation Safety to have radioactive waste removed.
- I. Check all cabinets, drawers, closets, and fume hoods for chemicals that might have been left.
- J. Verify that 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 another Principal Investigator (PI) before the lab space can be closed.

### IV. **Moving Supplies**

Check to ensure that you have all the supplies and equipment you need to pack. Some of the items listed below are available through various offices so please contact ORS to check availability prior to purchasing items. At a minimum, you will need:

- A. Boxes

- B. Absorbent materials (newspaper, vermiculite, etc.)
- C. Markers
- D. Gas cylinder cart
- E. Hand trucks
- F. Packing tape
- G. Proper personal protective equipment for the chemicals that will be packed
- H. Proper spill cleanup materials in the event of a spill

#### **V. Unwanted Equipment & Gas Cylinders**

- A. Recycle, salvage, or dispose of unwanted equipment when possible. Old refrigerators must be emptied, decontaminated, and labeled "FOR LAB USE ONLY."
- B. Decontaminated equipment may be given to the unassigned property unit. Call Surplus Property for information. Liquid scintillation counters and certain gas chromatographs being surplusd must have the radioactive source removed and a contamination survey completed by the Radiation Safety Office prior to transportation.
- C. 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.
- D. If you have a cylinder with unknown contents or if the manufacturer will not take the cylinder back, contact ESD-Hazardous Materials Group.

#### **VI. Closing the Previous Laboratory**

The laboratory that is being vacated must be closed in accordance with the Laboratory Decommissioning SOP and all equipment should be decontaminated in accordance with the Laboratory Equipment Decontamination SOP.

#### **VII. Contacts**

Office of Research Safety: 706-542-5288  
 Environmental Safety Division: 706-542-5801  
 Radiation Safety: 706-542-0107  
 Biosafety: 706-542-7265  
 FMD Support Services: 706-542-7584  
 Property Surplus: 706-542-6983