Laboratory Chemical Move Guidelines
Final Preparation

Environmental Health and Safety (EHS)
Version 1
December 15, 2014 **DRAFT**

For the chemical move, EHS has a contract with Clean Harbors Environmental Services Co. Inc. (CHES) to pack and move chemicals. It is our intent to pack chemicals the day BEFORE the lab move. We will hold the chemicals and bring them to the new lab in ISC after equipment has been moved into lab spaces.

We are providing some final information as we prepare to move. As we have mentioned many times, now is the time to clean out chemicals no longer needed. If you have done that please call EHS to move those items out prior to move day. If there are specific instructions related to your chemicals please post a note for example – if all chemicals are going to a particular location then let us know. If there are multiple destinations note that too. You may even want to designate a specific shelf or cabinet in your destination space.

Roles

EHS is responsible for:

- Removing chemicals no longer needed prior to move.
- Providing ongoing technical and regulatory assistance for the entire lab cleanout process.
- Ensuring that accurate documentation for disposal is submitted according to local, state, and federal regulations.
- Oversight of CHES throughout the move.

Clean Harbors will be responsible for:

Principal Investigators and their lab personnel are responsible for:

- Following any additional guidance or directions from EHS that would assist in the safe removal of chemicals from your lab.
- Reviewing questionable materials.

If you have questions or need assistance contact EHS at (617) 287-5445 or www.ehs.umb.edu

Chemicals Will Not be Moved If:

When CHES begins packing if they encounter ANY of the following they will set them aside:

- ✓ Containers that are not labeled with the full chemical name (no acronyms or formulas)
- ✓ Containers that are not labeled
- ✓ Containers that are in questionable condition
- ✓ Containers that are not capped (no parafilm or foil)
- ✓ Time-sensitive chemicals that have not been tested or labeled
- ✓ Unknown material
- ✓ "Waste-like" chemicals that have faded labels, deteriorating containers, leaks and/or other obvious signs that the chemicals are not being used and are very likely to not be used in the future.

PIs will need to review any material set aside to determine issues can be addressed or if material should be disposed of.

Refrigerators

- All lab refrigerators will be moved with contents. Prior to moving PIs should make sure that all material in the refrigerator is labeled and all containers are properly capped. Like the regular chemicals if materials are questionable they will be set aside.

CHES will secure contents and move the refrigerator to the ISC.

- If a refrigerator has bad odors they will be emptied, contents will be reviewed (for leaking containers, uncapped containers or spills) and the refrigerator will be decontaminated. Contents will be put back into the refrigerator, stabilized and the refrigerator will be moved.
- For large refrigerators with glass doors, contents will be emptied by CHES. These refrigerators will be decontaminated and then moved to ISC by Spry. Once there, CHES will return the contents.

Storage Cabinets

Storage cabinets will be emptied before they are moved. CHES will decontaminate the cabinets and then they will be moved to ISC and the contents replaced.

Samples

Please insure that all samples are clearly labeled. If PIs would like to pack their own samples that is allowed – they must be clearly labeled and list any potential hazard – for example – if samples are preserved in a solvent or with acid it must be noted. CHES can move samples that are packed or they will pack and move.

Freezers

It is our intent to move freezers full. It is up to each PI to stabilize and pack materials in freezers prior to move day. The only exception will be in cases where new freezers have been purchased in the ISC. For those instances, contents will be transferred by CHES as quickly as possible.

Do we want to address researchers moving there own samples- how to do it?

Do we want to remond researchers that we are not moving glassware or other non chemcials?

SGHould we say anything about moviong biological samples?