

<b>DOES Safety Services Office</b>	<b>SAFETY SERVICES STANDARD OPERATING PROCEDURE</b>  RESEARCH LABORATORY RELOCATION	CASE/SSO-001S  Rev: C  Rev Date: 6/23/2004
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## PURPOSE

To ensure safety and uniformity in the relocation of a research laboratory at CASE.

## REFERENCES

Laboratory Safety Manual & Radiation Safety Manual

## SCOPE

This procedure applies to any research laboratory that is relocating to another location on the CASE campus.

## PROCEDURE

**ALL ITEMS MUST BE INITIATED AT LEAST 3 WEEKS PRIOR TO DEPARTURE.**

### 1. Send letter and updated plans to DOES

\*Include the following in the letter:

- relocation date
- new location (including map if isotopes will be used)
- inventory of chemicals (including compressed gas cylinders), biologicals, and isotopes being relocated
- inventory of chemicals, biologicals, and isotopes being transferred to another CASE PI
- inventory of chemicals and biologicals being disposed of
- certification that any biological safety cabinets do not present a biological hazard (include the entire history of the cabinet and all types of work performed in the hood). If this is not possible, see step 7.

\*Update the Chemical Hygiene Plan or Hazard Communication Plan and Exposure Control Plan to reflect new location and any other changes. Send copies to Safety Services.

### 2. Chemical Inventory

*\*Transfer of chemical inventory to new location:* Must only be moved by professional chemical movers. Contact Safety Services for advice.

*\*Transfer of chemical inventory to a CASE PI:* Receiving PI must submit new chemical inventory to Safety Services.

*\*Disposal of chemical inventory and waste:* Must be listed on the Disposal Listing for Hazardous Waste and Unwanted Chemicals form, available from Safety Services. An account number must be included on the form.

Note: The Disposal Listing for Hazardous Waste and Unwanted Chemicals (pink sheets) must be submitted to Safety Services no later than Wednesday, by noon, the week before the scheduled move. All waste must be tagged with the Hazardous Waste Tags so that pick-up can occur that same week.

### 3. Pathological and Microbial Inventory

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*\*Transfer of pathological and microbial inventory to new location:* Temperature sensitive samples may be packed in -20 °C (or below) freezers. Contact Safety Services.

*\*Transfer of pathological and microbial inventory to a CASE PI:* Receiving PI must submit new biological inventory to Safety Services.

*\*Disposal of pathological and microbial inventory:* Must be autoclaved before disposal.

NOTE: Discarded pathological and microbial inventory must be disposed by the week before the scheduled move.

NOTE: Any laboratory using Select Agents must contact DOES before initiating any transfer or disposal.

#### **4. Radiological Inventory**

*\*Transfer of radiological inventory to new location:* Must be supervised by Radiation Safety. The new location must be posted as a RAM use area. Contact Radiation Safety (x2906) to make arrangements.

*\*Transfer of radiological inventory to a CASE PI:* Internal Transfer Form must be completed. Contact Radiation Safety for advice.

*\*Disposal of radiological inventory:* Isotopes must be listed on Waste Disposal Form. The Waste Disposal Form is available from Radiation Safety.

NOTE: Discarded radiological inventory must be disposed by the week before the scheduled move.

#### **5. Room clearance**

\*Submit Safety Clearance and Protocol Request form(s) for each room requiring Safety clearance.

\*After room is empty, survey room(s) for radiation. Contact Radiation Safety to perform a confirmation survey.

#### **6. Equipment clearance**

\*Submit a list of all equipment (AT LEAST THREE WEEKS PRIOR TO THE SCHEDULED MOVE) that will be moved by professional movers or disposed of. The equipment must be cleaned and emptied for clearance approval TWO DAYS prior to the scheduled move (this means that use of the equipment must cease two days prior to the move date). This is an example of how the list should be submitted:

Assigned	Equipment	Case ID	Disposition	Location
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number	Description			
1	Kenmore Refrigerator	98-1345	Disposal (acct #: 123-4567)	BRB 100
2	Incubator	N/A	Relocate	BRB 100A

NOTE: The assigned number must be placed on the associated piece of equipment. If equipment is to be disposed of, an account number must be provided. Identify equipment with high voltage or high current. Safety Services and Plant Services must inspect this equipment for PCB's. EQUIPMENT MAY NOT BE MOVED BY PROFESSIONAL MOVERS UNTIL SAFETY SERVICES ATTACHES A SAFETY CLEARANCE FORM.

\*Survey radiological equipment (to be moved by professional movers) and attach results to the equipment. Contact Radiation Safety to perform a confirmation survey.

\*Equipment moved by lab personnel must be free of radiological, bio-hazardous, and chemical contamination, but does not require a clearance.

#### **7. Biological Safety Cabinets (BSC)**

\*Decontaminate BSC with paraformaldehyde (if written certification cannot guarantee a biologically hazard-free BSC). Contact Laboratory Certification Services to schedule (1-800-800-7105).

#### **ATTACHMENTS**

- \*Example Safety Clearance and Protocol Request Form
- \*Disposal Listing for Hazardous Waste and Unwanted Chemicals
- \*Hazardous Waste Tag
- \*Radiation Safety Decommissioning Procedure

CONTACT SAFETY SERVICES (369-2907) OR RADIATION SAFETY (368-2906) IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE PROCEDURE.