

Contact EHS Radiation Safety (368-2906) or Chemical Safety (368-2907) if you have any questions concerning the procedures below.

Clearance Procedure – Laboratory Relocations & Decommissioning

All the following procedures must be completed prior to moving to another location within the university campus OR prior to movement off campus:

1. Notify EHS in writing **at least 3 weeks in advance** of your departure and/or laboratory relocation
2. A letter from the institution receiving your equipment and chemicals stating acceptance of your inventory must be included in your letter to EHS, if your relocation is to an external organization.
 - a. If applicable, EHS should receive a copy of your faculty departure checklist and a copy of capital equipment that will be taken or purchased by the lab
 - b. EHS will not clear any equipment items for relocation until we receive this documentation
3. The U.S.D.O.T. requires that all **chemicals are packed and moved by professional chemical movers** for chemicals being relocated to an off campus location.
4. **Ensure all Radioactive Active Material (RAM) inventory and all chemicals not taken to your new location are disposed of by EHS or transferred to another PI or AU. Contact Radiation Safety for RAD decommissioning instructions.** Obtain an acceptance letter from the recipient of any transferred material. This is the exclusive responsibility of the Primary Investigator, per requirements of the **Faculty Handbook** of Case Western Reserve University.
 - a. Chemical Waste: List all unwanted bottles of chemicals and their quantities separately on a Hazardous waste disposal form available from EHS Chemical Safety (368-2907).
 - b. Make sure to include an account number on the Disposal Listing for Hazardous Waste and Unwanted Chemicals form. Submit this form as soon as possible.
 - c. Autoclave all microbial infectious waste before disposal.
5. **Decontaminate the lab and all equipment before relocating** (Please view the General Clearance Procedure for Laboratory Equipment for instruction)
 - a. BSC units must be professionally decontaminated prior to relocation, if they have been used to culture human cell lines, as this presents an infectious (blood borne) pathogen hazard.
 - b. -20 & -80 Freezers - These types of freezers normally have no material in liquid form present inside and most items are secured with freezer racks to prevent movement during transport. In these cases, only the outside of the freezer is required to be decontaminated. Any liquids must be secured or removed prior to transportation. Door must be locked shut if possible, or taped securely closed.
 - c. Refrigerator/Freezers – In the event that these items are being relocated what is considered by the Safety Specialist, a short distance, refrigerators/freezers do not need to be completely emptied. All items must be condensed to one or two shelves in the refrigerator/freezer. After consolidation, packing paper or a similar material must be placed on the shelf to secure items. Liquids must be secured or removed prior to transportation. Door must be locked shut if possible, or taped securely closed.
 - d. The Safety Specialist has the final say in all matters involving the safety of non-laboratory personnel relocating items.
6. **Fill out a clearance form for each equipment item to be relocated, disposed of, or otherwise handled by outside personnel.** (Please view the General Clearance Procedure for Laboratory Equipment for instruction)
7. Once your laboratory space is clear of chemicals, samples, laboratory equipment, and supplies, please contact EHS for a **final laboratory decommission.**
 - a. The drawers should be cleaned out completely of all laboratory items. Laboratory desk spaces should be cleared of all personal items. There should be no residual items on the shelves or otherwise throughout the laboratory space or on the floors. Wipe down all counters, remove residue, and clean up any spills.

