MEMORANDUM

To: Researchers Involved in Moves

From: Luz Cheng
Interim Leader
Radiation Safety Programs

Amy Goebel
Leader
Biological & Chemical Safety Program

Re: Recommendations for Moving

General Safety Considerations for Move

1. Conduct a preliminary lab clean out 2-3 months prior to the move. Environmental Health & Safety (EHS) is available for consultation concerning the disposal of materials you may have question about. Remember that no material will be picked up without the paperwork completed properly so you should begin to track down the identity of any “unknowns” now.

2. Conduct a final clean out one week prior to your move date.

3. All sharps must be properly disposed of to prevent puncture wounds accidents.

4. Regulators must be removed from compressed gas cylinders and the caps should be in place before cylinders are moved.

5. For your safety and that of the movers, do not get in their way during the moving of equipment.

6. Do not block access to routes of escape from labs with moving boxes or equipment.

7. Do not block access to fire extinguishers, fire blankets, eye wash stations, and safety showers.

Chemical Safety Considerations for Move

1. Call extension 70515 to arrange for the safe disposal of unwanted chemicals. Check for expiration dates. Do not move expired or obviously deteriorated materials or those with deteriorated containers. Make sure you fill out the chemical waste form completely.

2. Make sure the chemicals remaining to be moved are segregated properly. This will facilitate packing and prevent a safety hazard if there is a spill or leak.

3. You will supervise the packers of the chemicals. Make sure that packers wear appropriate eye and skin protection.

4. Make sure all chemicals are removed. Leave nothing behind. The lab must be empty when the move is complete. The principle investigator of the lab area will be held responsible for any materials left in his/her lab.

5. Have a spill clean up kit readily available during the packing and move.
6. Clean chemical residues off of all work surfaces and equipment to be moved. Lab bench tops must be cleared and cleaned.

**Biological Safety Considerations for Move**

1. You may be responsible for moving some biological agents and cultures. Plan ahead for secondary containers for these materials. The Animal Resource Center will be moving any animals.

2. All biological agents and cultures to be disposed of must be autoclaved, removed from the laboratory, and disposed of properly before the move.

3. Certain materials will be packed and sealed within freezers for moving. Once these freezers are put back into service, allow the contents to refreeze. Then open the freezer and check for broken containers and spilled material. (Contact your move coordinator to determine which freezers or refrigerators must be emptied before the move.

4. Biological Safety cabinets that have been used for biohazardous materials will be decontaminated by a contractor. (You do not have to arrange this decontamination.) It is imperative that the cabinets are not used after the decontamination is completed and before the are actually moved. Cabinets will be marked with signs after decontamination so it will be apparent which cabinets are ready for moving and must not be used. Each biological safety cabinet shall also be marked before it is moved to indicate that it is safe to disconnect if from all its services. The contractor will be scheduled to certify the cabinet once they are properly installed.

5. All equipment used with biological material (sonicators, automatic pipetters, centrifuges, vortex mixers, etc.) must be thoroughly decontaminated before the moving personnel handle or pack the items.

6. Cover all biological stickers on equipment after decontamination. No equipment will be moved if the biohazard sticker remains.

7. After the lab has been emptied, decontaminate bench tops and other work surfaces.

8. EHS personnel will inspect the lab to insure that the lab has been cleared and it is safe for renovation. If the lab has not been cleared properly, the principle investigator will be contacted for follow up response.

**Radiation Safety Considerations for Move**

1. All equipment used with radioactive material (refrigerators, freezers, centrifuges, LS counters, gamma counters, biological safety cabinets etc.) must be wipe tested prior to handling by the moving company. The wipes are to be performed by the laboratory personnel and brought to EHS for counting. All wipes must be brought to EHS with a diagram of the areas wiped. The wipes must be numbered to correspond with the numbered areas indicated on the diagram. The vials containing the wipes must be numbered on the lids and not on the sides. Decontamination of the equipment will be the responsibility of the laboratory personnel. If necessary, EHS will provide instructions for decontamination steps. A re-wipe will also be taken and brought to EHS for counting. Initiation for this step should begin no later than day prior to the move of a particular piece of equipment. All equipment in a lab does not need to be wiped at the same time. It might be beneficial to stagger the wipes in order that the disruption in work, are minimized.

2. If the piece of equipment was used with both biohazardous and radioactive material, then it must first be decontaminated with respect to the biohazard and then wipe tested. The exception to this is biological safety cabinets. They must be wipe tested before the contactor performs the decontamination. Once a piece of equipment is cleared by EHS, a sign will be provided to indicate this to the movers. The moving company will be instructed not to move equipment unless it has been cleared.

3. The equipment that has been wipe tested must not be used until after the equipment is moved to the new building. If it is accidentally used, a new set of wipes must be taken before the piece of equipment can be moved.

4. Radioactive waste pickups should be scheduled prior to the move. This would also be a good time to dispose of those materials that are no longer useful. Call extension 70515 to schedule a pickup.
5. Radioactive materials should be placed in a secondary container with absorbent to prevent spills or other accidents while in transit to the new building.

6. Radioactive materials must not be transported sealed in a refrigerator or freezer by the moving company. The transport of all radioactive materials must be performed by or under the supervision of the authorized users. An individual trained in the use of radioactive materials must maintain control of these materials; therefore, the moving company is not to move any radioactive materials.

7. It is recommended that the move of equipment such as LS counters and gamma counters be coordinated with visits to campus by the service reps. The service reps are more familiar with the necessary steps to move the equipment. For example, the lead shielding in these counters is stacked in a manner that is not conducive to making long trips and the shifting of these bricks may damage the counters. The moving company will not assume any responsibility for damages to equipment that is not properly locked down.

8. If a new shipment of radioactive material is not necessary during this time, arrangements should be made with the vendors delaying the shipment of blanket orders.

9. All new laboratory areas where radioactive materials are to be used will need to be cleared by EHS for use with radioactive materials and appropriately labeled. In addition, the radioactive material use permits will have to be amended to include the new locations and delete the old ones. A new drawing of the areas must be supplied for our wipe test service and permit file. Contact Radiation Safety Programs at ext. 22279.

10. A final step of wipes must be taken in all areas where radioactive materials were used (bench tops, sinks, etc.) before the move. EHS will perform the wipes and once these areas are determined to be free of contamination, you must go back and remove all signs, labels, etc. regarding radioactive materials. If the radioactive signs, labels, etc. are not removed, the Permit Administrator for that area will be instructed to return to the lab and remove the sings.
## LABORATORY CLOSURE AND RELOCATION CHECK LIST

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<td>Chemical, radioactive materials and biological agents transferred to designated/authorized faculty member.</td>
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<td>Hazardous materials not transferred were disposed of as required by UTMB policy #3.10.008, Needle Disposal and UTMB policy #3.10.008, Removal/Disposal of Hazardous Waste.</td>
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<td>Sharps, including glass have been contained and disposed of as required by UTMB policy #7.02.008, Needle Disposal and UTMB policy #3.10.008, Removal/Disposal of Hazardous Waste.</td>
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<td>All biological agents have been disposed of according to outline research protocol or as required by UTMB policy #3.10.008, removal/Disposal of Hazardous Waste.</td>
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<td>Benchtops, cabinets and doors are free of chemical, radioactive and biological debris and markings and surfaces have been cleaned appropriately.</td>
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<td>Notification of decontamination affixed to laboratory equipment as required by UTMB policy, Salvage, Relocation and Disposal of Laboratory equipment.</td>
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With my signature I certify that the above statements are complete and accurate.

Signature of Faculty Member ___________________________ Date ____________

Printed Name of Faculty Member ___________________________

Signature of EHS Representative ___________________________ Date ____________

A COPY OF THIS FORM MUST BE POSTED ON THE LABORATORY DOOR.

Reference policies can be found in the UTMB Institution Handbook of Operating Procedures, the UTMB Administration Policies and procedures Manual and the UTMB Safety manual.