

Laboratory Relocation Guidance

This laboratory relocation guidance document is intended to ensure that laboratory spaces being closed, relocated, renovated, or vacated are left in a safe condition and that hazardous materials are handled and disposed of appropriately during the close out process. If you are unsure about any aspect of moving your laboratory, including planning, preparation, packing, or waste disposal, please ask questions! If you have any health and safety related concerns pertaining to vacating your old laboratory and research area, or occupying a new one, please contact Safety and Risk Management (SRM) at 828---

_____ webpage under the Lab Move or Close Out link.

Laboratory Close Out Procedure

- STEP 1: At least three months before you move, or as soon as reasonably possible, review the Laboratory Close Out Procedure Checklist. It covers general points to help you safely and efficiently dispose of unwanted lab materials and equipment.
- STEP 2: At least 30 days before the move, schedule a tour of your vacating lab(s) with Safety and Risk Management (safety@wv.edu). During the tour, SRM will help you address any safety issues and devise a plan to safely dispose of unwanted items.
- STEP 3: Move into the new lab following the guidelines below for chemical, biological, radiological, and equipment management.
- STEP 4: After 02/17/17 Tet chemicals in your lab(s) known highly reactive, or expired materials, such as peroxide formers, can be extremely dangerous to move. Determine which materials will still be used in active research projects and will be transferred to your new space. Plan to dispose of any unwanted chemicals or chemicals that you know will not be used in future research projects.
 - All chemicals that will NOT be transferred to your new laboratory must be disposed of through SRM's transport of the lab's waste.
 - Look for old supplies from past researchers. Many labs have inherited chemicals that were not identified and disposed of before moving to a new location.

decontamination prior to disposal. Submit the Surplus Equipment Clearance Form to SRM to schedule the clearance.

- Any equipment that may contain oils or refrigerants MUST be drained prior to disposal. The oil is collected for hazardous waste disposal.

Transporting Materials Safely

- Hazardous materials, including, biological, chemical, or radioactive materials, must not be moved in compromised containers. This is one of the major causes of spills, so please ensure all containers are free from cracks and chips.
- Notify SRM if any hazardous materials, biological or chemical, will be transported in any type of vehicle. This notification should be made as soon as possible so there is sufficient planning time if special arrangements are necessary
- Seek assistance from SRM in planning the removal or safe transfer to your new lab of any materials that may need special handling or containers (compressed gas cylinders, poison inhalation hazards, air reactive chemicals, and DEA controlled substances) as identified during the chemical inventory assessment.
- Separate chemicals by the following hazard class and transport with sufficient packing material to prevent bottles from breaking: Inorganic oxidizer, flammable liquid, inorganic acid, (A7(an)-2.1 (A7(an)-13.II (m)-4.6)2.2.

