



Section 10 - Moving In / Moving Out

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A. MOVING IN: OCCUPYING A NEW OR REMODELED LABORATORY

Occupants moving into new or remodeled laboratory space must comply with health and safety regulations designed to keep lab staff safe. (See Appendix E: Moving Out Checklist for a comprehensive list of requirements and recommendations for moving into a new laboratory).

1. Before the Move

a. Clearing of Laboratory by Previous Occupants

If possible, visit your space in advance to ensure that the laboratory has been completely decontaminated and cleared for reuse. (See Appendix E: Moving Out Checklist). If you believe that the space is still contaminated or has not been properly cleared out, contact the Building Coordinator immediately for assistance in locating the previous occupant.

b. Laboratory Design

If you are modifying an existing laboratory or constructing a new one, refer to the University of Washington Laboratory Safety Design Guide, online at: <http://www.ehs.washington.edu/fsodesignrev/labsafdesign.shtm>. The Guide outlines requirements and recommendations for new laboratories. For further information about laboratory equipment installation, testing and approvals, contact EH&S at 206-543-0465.

Facilities Services must be used for certain physical work involved with the installation of equipment. This may include, but is not limited to, bolting items to walls or floors and electrical and plumbing work. (Contact as described in Appendix F).

Ensure that any physical modifications are complete before you begin to handle hazardous materials. This includes electrical work, plumbing, air balancing in the building, and other considerations. Ensure that all fume hoods and biosafety cabinets are certified by EH&S.

If your laboratory does not meet your needs, consider obtaining access to another laboratory's equipment or space. For example, you may want to share a fume hood with another group.

c. Ordering Specialized Equipment

Order specialized equipment, such as flammable liquid storage cabinets, acid and base storage cabinets, flammable material or explosion proof refrigerators, fume hoods and biosafety cabinets in advance. Many of these items require approval; see Section 4: Equipment and Facilities for more information about equipment approved for purchase at the University of Washington. New fume hoods and biosafety cabinets must be tested and certified by EH&S before use.

d. Transporting and Storing Hazardous Materials

Plan ahead about how and where you will transport and store your materials and equipment so that you can pack and unpack safely and efficiently. You must not block hallways, doorways, or emergency equipment while packing or unpacking. Special arrangements must be made with a hazardous materials mover for chemicals, gasses, and other hazardous materials. Call EH&S at 206-616-5835 for assistance with moving hazardous materials. Call 206-543-0463 for assistance with moving radioactive materials.

Finally, refer to the Moving In Checklist in Appendix E of this manual. Many items must be completed before you move in.

2. After the Move

Use the Moving In/New Laboratory Checklist in Appendix E of this manual to help fulfill all health and safety requirements. Start filling out this checklist as early as possible; some items should be completed weeks, or even months in advance of your move.

Once you have moved in and completed the checklist, consider regularly using the more detailed Annual Laboratory Self –Assessment Checklist, also in Appendix E, to evaluate overall conditions and practices in the laboratory.

3. Checklist for Moving Into a Laboratory

A comprehensive checklist for moving in is in Appendix E of this manual.

B. MOVING OUT: VACATING A LABORATORY

Whether a laboratory is being completely vacated, or partially vacated, you must leave your portion of the laboratory in a clean and safe condition for the new occupants or construction crews. Prior to vacating a laboratory, you must remove all chemicals, biological materials, radiological materials, and any other hazardous materials and decontaminate all work surfaces. You must also remove all equipment (unless arrangements have been otherwise) and any garbage or other items that will not be wanted by the new occupants. EH&S is available to assist with the clearance of your laboratory. It is helpful to contact EH&S a month or two before you move.

Use Moving Out Checklist in Appendix E as a tool for making sure all requirements associated with moving out are completed. EH&S recommends that each laboratory or department develop a list of all the tasks and people are assigned to each task.

The responsibilities of the Principal Investigator, Department, Project Manager (if there is one) and EH&S are listed below:

1. Responsibilities

a. Principal Investigator

The Principal Investigator is responsible for managing the safe removal of hazardous materials and decontamination of the laboratory and equipment when leaving, moving, or closing a laboratory. The PI is required to remove the hazards associated with his/her work and to provide information about potential hazards (or lack thereof) remaining in the space. The PI is responsible for ensuring the removal of all chemical, biological, and radioactive materials and their residues from the labs in which work was conducted. The PI may delegate tasks to lab staff and colleagues appropriate to their level of training, knowledge, and ability; however, in all cases, it remains the PI's responsibility to assure tasks are completed according to the guidelines and specified protocols.

b. Project Manager

The Project Manager is responsible for ensuring all steps of a construction or remodeling project are completed. For department-managed projects, this person may be a department employee; for Facilities Services projects, this person may be a Facilities Services employee. Either entity may contract for project management services; if they do, then it is the contracted individual who assumes responsibility for assuring project tasks are completed according to plan and schedule.

c. Department

The department is responsible for ensuring that Principal Investigators and designated Project Managers manage laboratory closures or moves responsibly. In the event a PI is no longer available to fulfill his or her duties, the department must ensure the completion of tasks ordinarily assigned to the PI. If hazardous materials are not responsibly managed and require removal by EH&S or by an outside contractor, the department will be responsible for incurred costs. Any regulatory action or fines resulting from improper management or disposal of chemical waste will be the responsibility of the department.

Departments also retain records about chemical exposure and other chemical safety issues. Records retention is discussed in Section 8 - Record Keeping.

d. EH&S

EH&S is available for advising a Department, PI or Project Manager on environmental, health and safety-related aspects of laboratory deactivations and moves.

- If laboratory operations involved radioactive materials, refer to the Radiation Safety Manual and the Moving Out Checklist in Appendix E of this manual for additional EH&S roles in laboratory closures.
- If laboratory operations involved biological materials, refer to the Biological Safety Manual and the Moving Out Checklist in Appendix E of this manual for additional EH&S roles in laboratory closures.

2. Transportation Requirements and Logistics**a. Moving Equipment and Non-Hazardous Items**

You may choose to hire an outside moving company or UW Property & Transportation Services to pack and/or move equipment and non-hazardous materials such as glassware, books and computers. Moving companies and UW Property & Transport Services are not authorized to move hazardous substances (see next sub-section for information about moving hazardous substances).

Lab equipment must be decontaminated before it is moved. Information on decontamination is in Sections 4.G. and 4.H of this manual and online at <http://www.ehs.washington.edu/forms/fso/lab equip.pdf>.

b. Moving Hazardous Materials

Investigators have the options of moving hazardous chemicals themselves, with the guidance of EH&S, or hiring (through EH&S) a hazardous materials contractor.

If you choose to move chemicals yourself, you can use a cart (if transporting them on campus) or a vehicle, under certain strict conditions. If you use a cart, refer to the requirements (e.g. spill kits, spill training, PPE) under Transporting Chemicals in Section 2.F of this manual. If you choose to use a vehicle, the requirements in Section 2.F mentioned above apply along with four additional conditions:

- 1) The driver must be a UW employee
- 2) The vehicle must be a UW-owned vehicle (either owned by the department or rented from UW Motor Pool)
- 3) The trip must be business-related only
- 4) You must inform EH&S exactly what chemicals you will be moving

Chemicals must be in DOT-approved containers. EHS will loan you DOT-approved containers, upon request.

Again, anyone electing to move hazardous chemicals without the assistance of movers must contact EH&S for guidance before attempting the move. Call 206-616-5835 or email chmwaste@u.washington.edu for more information.

c. Moving Radioactive Materials

For short moves of radioactive materials between locations on the UW Seattle campus, an investigator may choose to “hand carry” materials to a new location. Radioactive materials transported in this manner shall be in a closed container and contain diatomaceous earth, or similar absorbent, to mitigate any possible spill.

All vehicular transport of radioactive materials over public roads or distances that require use of a vehicle must be performed by EH&S staff. Contact: 206-543-0463. Radioactive materials must *never* be transported by laboratory personnel in private vehicles or university vehicles.

d. Moving Biological Materials

When transporting biological materials, follow the instructions in Appendix C of the UW Biosafety Manual, online at: http://www.ehs.washington.edu/rbsbiosafe/BSM_AppC.pdf.

e. Moving Freezers

The moving company is prohibited from moving freezers containing materials considered “infectious, including viral stocks, human or primate diagnostic specimens or liquid nitrogen freezers or dewar flasks”. Special arrangements must be made with EH&S to move freezers and dewars containing infectious items. Call 206-616-5835 or email chmwaste@u.washington.edu for more information.

3. Checklist for Laboratory Move Outs

The four major areas to address when vacating a laboratory are chemical safety, radiation safety, biological safety, and general safety, which includes sharps and broken glass. A moving out checklist is in Appendix E of this manual.

The *Notice of Laboratory Moveout* (UoW 1800) must be completed, signed and posted on the inside of one of the laboratory doors. The form can be found at the following link: <http://www.ehs.washington.edu/forms/fso/1800.pdf>

