

NCRC Laboratory Relocation Guidance Document

(If your University of Michigan lab is moving to, or within, NCRC – this is a must read!)



(rev. November 7, 2016)

Important U-M contact numbers for groups referenced in this document:

OSEH Biological Safety (**Biosafety**): 647-1143

OSEH Hazardous Material Management (**HazMat**): 763-4568

OSEH Radiation Safety Services (**RSS**): 764-6200

OSEH Research Health & Safety (**RH&S**): 647-1143

Preparing to Relocate Your Laboratory

It is highly recommended that researchers schedule a walk-through of their new space with OSEH-RH&S personnel prior to the move to ensure laboratory operations are sufficient for research needs (i.e., meets ventilation requirements, provides adequate chemical storage, proper placement of equipment, etc.).

Two weeks prior to your move, call OSEH-RH&S to arrange a decommissioning inspection date. (**NOTE:** If there is also radioactive material in the laboratory contact OSEH-RSS to arrange a radiation decommissioning closeout date at least two weeks in advance.)

Chemical and Chemical Waste Pick-up Services

OSEH-HazMat can schedule a day to remove all materials and, if possible, place chemicals in the university's redistribution program. There will not be a charge for this service as long as the chemicals are properly labeled. Please contact OSEH-HazMat for questions regarding chemical and waste disposal, or to schedule a waste pick-up.

Section 1. NON-RADIOACTIVE Chemicals

Schedule your chemical move with OSEH-HazMat well in advance of the actual move date and on a day other than your primary move. This ensures movers and OSEH-HazMat staff won't be in each other's way. The earlier you contact OSEH-HazMat, the more flexibility with scheduling resources to meet your needs.

Chemicals must be in containers that are sealed tightly prior to transport and all chemical bottles must be appropriately labeled with the contents.

OSEH-HazMat will pack the chemicals for transport. Chemicals will be packed in packing peanuts to prevent breakage in transit. **NOTE:** OSEH-HazMat can also transport your existing chemical spill kits (you will need to provide appropriate and adequate spill clean-up materials for your lab at NCRC).

For chemicals that require refrigeration, OSEH-HazMat will pack them in coolers but cannot guarantee specific temperatures will be maintained during the move.

When the chemicals arrive at the lab, the lab may elect to unpack the shipping container(s) at their leisure, or OSEH-HazMat staff will unpack and place them on a bench top. Labs electing to unpack the chemicals must contact OSEH-HazMat to arrange for pick-up of the empty shipping containers.

Section 2. RADIOACTIVE Materials

OSEH-RSS **MUST** transport, or specifically approve the transport, of all radioactive materials. This includes radioactive stock vials, samples, sealed sources and contaminated equipment. Contact OSEH-RSS so an inventory of these materials can be made **prior** to the move date. An attempt must be made to decontaminate equipment prior to the move and OSEH-RSS will need to confirm these decontamination results. Ensure all contaminated equipment or supplies, which cannot be effectively decontaminated, are properly sealed in plastic bags or sealable containers labeled with the radionuclide and approximate activity. Laboratories with liquid scintillation counters must contact the manufacturer prior to transporting the unit so the sensitive photo-multiplier tubes can be removed. Failure to do so may result in severe damage to these expensive tubes.

Section 3. Security of Radioactive Material

Laboratories **MUST** ensure radioactive materials are secured at all times during the move. Contact OSEH-RSS for recommendations.

Section 4. Biological Safety Cabinet (BSC)

Laboratories intending to move a Biological Safety Cabinet (BSC) **MUST** complete a [Laboratory Equipment Owner Decontamination Form](#) and submit to OSEH no later than 2 weeks before the intended move. The laboratory should make arrangements with U-M Moving and Trucking for actual movement of the cabinet. **The BSC will not be moved until approved/cleared by OSEH.**

The cabinet must be emptied of all supplies and equipment before it's moved. If there are utilities to disconnect contact POCC at 647-2059.

Contact OSEH-Biosafety to re-certify the BSC prior to use in the new location.

Section 5. Equipment (lab & office) and Compressed Gas Cylinders

Any lab equipment used in research processes must be empty and cleaned before it is sent to Property Disposition, or offered for movement to the new lab location. A [Laboratory Equipment Owner Decontamination Form](#) must be completed and attached to each piece of equipment.

****NOTE**** Refrigerators and freezers must have the refrigerant removed. Refer to the Property Disposition [website](#) for instructions/guidance pertaining to Declaring and Sending Surplus and completing the Declaration of Surplus Form.

Consumer electronics disposal: these items cannot be disposed of in regular trash and must be collected. Consult the Consumer Electronics section of [this website](#) for more information and a list of common equipment.

Compressed gas cylinders will not be moved by OSEH, Corrigan or U-M Moving and Trucking. Contact your gas cylinder vendor to have cylinders picked up at current location and placed at new location.

Section 6. Chemical and Radiological Laboratory Decommissioning

When laboratories are vacated all chemical, radiological and biological materials must be removed and disposed of properly. All special in-house equipment must be removed, drawers and cabinets emptied and fume hoods cleaned. The decommissioning process involves an inspection by OSEH-RH&S and OSEH-RSS, if radioactive materials are used. Laboratory Directors, or Authorized Users of radioactive materials, **must** notify OSEH of the date the lab is to be vacated.

All chemicals and waste materials must be removed and all required activities related to the decommissioning must be completed prior to the agreed upon decommissioning date. OSEH will notify the laboratory when the decommissioning is completed.

Please refer to the [Laboratory Decommissioning Guideline](#) for additional information.

Section 7. Commissioning of New Laboratories

Laboratory Directors, or Authorized Users of radioactive materials, **MUST** notify OSEH RH&S/RSS of new laboratory locations.

Please refer to the [Laboratory Commissioning Guideline](#) for additional information.

Note: Additional guidance regarding your move can also be obtained from the NCRC Facility Project Manager, or the Move Manager, assigned to your laboratory move/relocation.

U-M OSEH Lab Relocation Checklist

If Applicable:

- Contact OSEH-HazMat (763-4568) for disposal of chemical/biological/radioactive wastes.
*If you have large scale chemical disposal needs (large amounts of old or expired chemicals) schedule a lab clean-out through OSEH-HazMat
- Contact OSEH-HazMat (763-4568) to schedule move date for any hazardous chemicals.
*Move existing chemical spill kits to your new lab at NCRC
- Contact OSEH-RSS (764-6200) for transfer of radioactive materials, schedule lab decommissioning and approve new locations.
- Contact compressed gas vendor to remove/relocate gas cylinders.
- Complete a Laboratory Equipment Owner Decontamination Form and submit to OSEH no later than 2 weeks before the intended move of a Biological Safety Cabinet (BSC).
- Complete, and attach to each piece of equipment, a Laboratory Equipment Owner Decontamination Form before equipment is sent to Property Disposition, or offered for movement to the new lab location.

****NOTE**** Refrigerators and freezers must have the refrigerant removed. Refer to the Property Disposition website for instructions/guidance pertaining to Declaring and Sending Surplus and completing the Declaration of Surplus Form.

- Ensure all chemical, biological and radioactive materials are removed from the lab(s).
- Ensure all drawers, cabinets and fume hoods are empty and clean.
- Ensure all compressed gas cylinders are removed.
- Ensure all sharps, including razor blades, are removed.
- Wipe down all counters, benches, cabinets and shelving units.
- Contact OSEH-RH&S (647-1143) for final decommissioning of lab.
- Contact OSEH-Biosafety (647-1143) for re-certification of Biological Safety Cabinet once installed in new laboratory.