



Laboratory Move or Closure Guidelines

- One Month Before Move or Closure

- E-mail ehs@dartmouth.edu to notify us of the impending move or closure.
- Clean out refrigerators, freezers, cold rooms, warm rooms, liquid nitrogen tanks. If these items are moving, ensure all containers are sealed and appropriately labeled. There should be no hazardous chemicals stored within-- i.e. alcohols, phenol.
- Identify all unwanted, unused and waste hazardous materials and set aside for pick-up by EHS.
- Generate an inventory of all chemicals, biological and radioactive material to be moved (rather than disposed). Inspect all chemical containers for proper labeling, container integrity and adequate caps/lids. Do not move damaged, leaking, corroded or otherwise compromised chemical containers. Contact EHS for transport assistance. If the lab is moving off-site, ensure the moving company is DOT HAZMAT certified.
- Identify and re-label all unknown chemical containers. If they are truly unknown, they are assumed to be hazardous wastes. Contact EHS for assistance and disposal.
- Return unwanted, unused gas cylinders to the vendor. Cylinders must not be left behind.
- Scientific equipment: if moving with the lab or for disposal: Wipe down with a mild soap or bleach solution and remove all hazard labels. If used with radioactivity, contact Radiation Safety Officer for a contamination survey prior to removal of any radiation stickers. If equipment is for disposal, attach a "Procurement Property Management tag, Certification that Property is Free from Hazards". See clearance procedure at: http://www.dartmouth.edu/~ehs/essential-info/hazard_clearance.html

- Autoclave all biohazardous waste and labware. Chemically decontaminate all biohazardous liquids before drain disposal. Refer to the *Biohazardous Waste Guide* for assistance at: http://www.dartmouth.edu/~ehs/biological/policies_sops.html. EHS can provide assistance with large amounts of biological waste.
- Place all sharps waste i.e. needles, syringes, razor blades into the appropriate sharps containers.
- Controlled Substances: Contact EHS if you have a DEA license and wish to dispose or transfer controlled substances.
- Shared Spaces: All shared space must be cleared of materials and cleaned by the departing staff or another PI must assume responsibility for the space and its contents. These shared spaces include labs, equipment rooms, storage areas, cold/warm rooms, dark rooms, autoclave rooms, etc.
- Select Agents and Toxins: EHS must verify the depletion or destruction of all select agents and toxins. Consult the IBC Exempt and Excluded Select Agent Use Policy for decontamination and disposal guidance: http://www.dartmouth.edu/~ehs/biological/policies_sops.html. Contact EHS for disposal and decontamination assistance.

- *Two Weeks Before Moving or Closing*

- Prepare Biological Safety Cabinets (BSCs). Wipe down all BSCs, both interior and exterior surfaces with 70% ETOH. If lab is moving, contact Airtest (or your certification vendor) for assistance in having the cabinet decontaminated.
- Decontaminate the interior of chemical fume hoods and benchtops with a warm soap and water solution. Pay special attention to old spills; use the spill kits provided by EHS and collect heavily contaminated items for disposal as a hazardous waste. Always wear gloves and chemical splash goggles for this work.
- Schedule a final lab inspection with EHS.

- Moving Hazardous Chemicals

Hazardous materials or "HAZMAT" cannot be transported over the road without special training and licensing. HAZMAT includes material that is flammable, corrosive to skin or metal, poisonous, toxic, reactive, unstable, an oxidizer, or a compressed gas. For more information on if your material is regulated, contact EHS for an interpretation.

If you wish to take hazardous materials with you: Most moving companies are NOT licensed or trained to move hazardous materials so please make sure the moving company has all the proper licensing to do so. Personal vehicles may not be used for transporting hazardous materials--no exceptions.

Hazardous chemicals can be moved within or between buildings on contiguous properties with appropriate training and minimal packaging requirements. Remember - NEVER move hazardous chemicals in a vehicle.

Packaging required: Rigid leak proof and shatter proof outer container. Examples include, but are not limited to, plastic or rubber bottle carriers, plastic or metal-wheeled carts or sturdy leak-proof bags.

Wear gloves, eye protection and a lab coat when packing hazardous materials.

Absolutely no biohazard or black plastic bags may be used for packing or transport.

Biological materials being transported should be sealed in leak proof containers and placed into a secondary container to help prevent leaks and spills.

Avoid over packing. Use pieces of cardboard to cushion between bottles. No "glass on glass" contact.