



RMS Guidelines for Relocating Laboratories

Services Offered By RMS

1. Loan of a spill clean-up kit.
2. Hazardous and Radioactive waste removal and assistance with Biohazardous waste.
3. Consultation on the move and/or the new lab set-up.
4. Personnel to help move, along with a



How to Safely Accomplish a Laboratory Relocation

1. Review the Old Lab

What gets moved?

- Equipment – Does it need to be decontaminated? Can you move it yourself? Do you need to schedule moving or decontamination services?
- Hazardous Materials (Chemical, Radiological, Biological) – Does it have special moving restrictions? Do you have the equipment to move it safely? Do you need to schedule specialized moving or decontamination services?

What stays?

- Does it need to be decontaminated? Do you need to schedule specialized service?
- Do you need to transfer ownership or responsibility to another researcher?

2. Inspect your New Lab

What general layout will you use?

Where will you put hazardous materials? Do you have the right kind of storage available (refrigerator, flammable cabinet, etc.)?

Will you need a staging location during the move?

Are you planning to put equipment near the correct types of connections? Do you need to have any connections added?

3. Prepare your Old Lab

Dispose of waste materials using the appropriate Hazardous, Radioactive or Infectious waste procedures. Waste materials may NOT be moved to a new lab. Try to use up materials prior to your move and order new materials that will be sent directly to the new lab.

It is the responsibility of the PI to properly decontaminate everything that is moved and everything that remains in the old lab. See section 6 for some suggested decontamination procedures. Biosafety cabinets must be decontaminated by a certified contractor prior to moving; LCS, who conducts the certification testing, can also decontaminate the units.

Schedule any special services or help you will need to move. See the sections on packing and transport.

4. Pack Materials to be Moved

Chemicals

1. Ensure that any chemical containers are in good condition, the containers are accurately labeled and there is lid sufficient to prevent leakage.
2. Put the containers into transport boxes:

Each box must contain only compatible materials, see [Information on Chemical Compatibility](#)



Plastic boxes are generally preferred; however cardboard boxes may be used if they are in good condition (do not use cardboard boxes for oxidizers or organic peroxides).

Boxes must be of a size and weight that can be handled by one person.

When packaging liquids, secondary containment must be provided either in/by the box or the box must be moved on a cart that provides secondary containment.

It is preferable to provide cushioning between containers, and to provide absorbent material around the containers.

Each box must have an inventory list on the outside of the box; the inventory must list the contents and size of each bottle.

Compressed gas cylinders must have a securely attached valve cap during movement. Move the cylinders using a compressed gas cylinder cart with the cylinder secured to the cart. Small lecture bottles may be packed in a box and moved with a cart.

Biological Materials

1. The biological material must be placed into a leak proof primary container.
2. The primary containers must be placed into a sturdy, leak-resistant secondary container, coolers may be used.



If a spill of a known substance must be cleaned, check the chemical MSDS or contact the manufacturer for decontamination recommendations.

If there is an unknown substance to be cleaned, contact EHS for assistance.

Biological Decontamination

Conduct a pre-cleaning with water, disposing of the cleaning materials as infectious waste.

Decontaminate the surface using either:

- Freshly mixed 10% household bleach solution with a dwell time of 15 minutes, or
- A commercial disinfectant, used according to the manufacturer's directions.

If these methods are not appropriate to the biological agents or the surface being cleaned, contact RMS for assistance.

RMS is available to inspect your vacated lab to ensure that all items are removed and the lab is clean. Then RMS will provide an inspection report to you and/or your department to serve as a record that you properly vacated your lab.

7. Set up your new lab

Refer to the separate handouts that deal with basic laboratory set-up.