

Office of Environmental Health & Radiation Safety
CHECKLIST FOR MOVING OR TERMINATING LAB OPERATIONS

I. CHEMICALS & PESTICIDES

1. Inventory all chemicals. Assure that all chemicals are properly labeled.
2. Assure that all chemical containers are properly sealed and in good condition. Empty beakers, flasks, etc.
3. Chemical Storage - Evaluate if any of your chemicals require special handling (refrigeration, inert atmosphere) for the move. Verify all chemicals have been removed from refrigerators, freezers, hoods and cabinets.
4. Determine which chemicals will be moved. Unwanted chemicals should be segregated from those chemicals to be moved. Transfer unneeded chemical to another researcher or prepare for disposal.
5. Disposal – [Request](#) waste collection from EHRS
6. Prepare chemicals for transport. Appropriately package materials and move on appropriate cart or prepare for mover. Be prepared to unpack chemicals packaged on dry ice as soon as possible after the move.
7. Be prepared to unpack chemicals packaged on dry ice as soon as possible after the move.

II. COMPRESSED GAS CYLINDERS & DEWARS

1. Inventory all gas cylinders, including lecture bottles and spheres. Assure that all gas cylinders are clearly and appropriately labeled.
2. Unwanted cylinders – contact the supplier for return. If supplier will not accept, contact [EHRS](#).
3. Return all cylinders to gas vendor that you are not able to move to new location. Prepare cylinders for return to vendor. Remove regulators and replace cylinder caps. Whenever practical have the gas supplier move cylinders. If lab staff will move cylinders, move on an appropriate cart.
2. Order new cylinders for delivery to new laboratory.
3. Liquid nitrogen tanks must be transported empty. Have liquid nitrogen delivered to the new lab.
4. Dewars must be moved empty.

III. ANIMAL AND HUMAN TISSUE

1. **Inventory** all materials.
2. Assure that all materials are properly labeled. **Affix biohazard symbol** to any infectious or human source materials.
3. Assure that all containers are properly sealed and in good condition.
4. **Discard** unwanted materials - [Contact EHRS](#) for advice on liquid preservative disposal. Separate tissue from preservative.
5. Recognizable Human Tissue - Contact Department of Cell and Developmental

- Biology at (Dwayne Hallman 8-8054) for disposal.
6. Other Tissues for disposal - Follow University infectious waste procedures.
 7. Empty, defrost, clean and decontaminate refrigerators for the move. Refrigerators must be emptied for transport. **Freezers containing samples will be transported cold. Do not unplug or defrost until directed by mover.**
 8. Prepare temperature sensitive materials for transport. **Be prepared to promptly unpack any materials packed on dry ice on moving day.**
 9. **Freezers containing samples - The lab group must make certain that freezers containing samples are packed on the moving truck last. Be prepared to meet the movers at the loading dock to make certain your freezers are promptly delivered to the lab and plugged into a room outlet.**

IV. SHARPS

1. **Dispose** of sharps in a sharps container. Do not transport partially used sharps containers. See [Infectious Waste Disposal Guide](#).

V. MICROORGANISMS & CULTURES

1. Inventory all materials.
2. Labeling - Assure that all materials for moving are properly packaged and labeled. Affix biohazards symbol if needed.
3. **Discard** unwanted materials- Follow [University infectious waste](#) procedures.
4. **If culture materials require CO₂ make certain a cylinder of CO₂ and regulator are available in your new lab.**

VI. MIXED HAZARD WASTE

1. **Inventory** all materials to determine if you have any mixed hazard waste (e.g., biohazard and radioisotope.)
2. Contact EHRS in advance of move if you have mixed hazards.

VII. EQUIPMENT

1. Inventory all equipment.
2. Equipment to remain or be moved - Clean, disinfect/decontaminate equipment including countertops and surfaces of fume hoods and biosafety cabinets, etc.
4. Biological safety cabinets - Cabinets must be decontaminated before moving. Cabinets must be re-certified before being used in the new location. Contact [EHRS](#) to schedule the decontamination and re-certification.
5. High hazard control equipment - Alert [EHRS](#) and Facilities Management to the presence of equipment used with highly toxic chemicals or virulent agents.
6. Equipment to be discarded - Assure that all hazardous materials have been removed. **This includes mercury switches, pump oils and thermometers. Do not discard any Gas chromatographs without checking for radioactive sources such as electron capture detectors which contain radioactive nickel.**

QUESTIONS? CALL EHRS 898-4453 or email: ehrs@ehrs.upenn.edu
Resource references available on our website: <http://www.ehrs.upenn.edu>

7. Hazard labels - Remove or deface hazard labels such as biohazard symbol, designated area, etc., from all equipment, counters & doors.
8. **Freezers containing samples - The lab group must make certain that freezers containing samples are packed on the moving truck last. Be prepared to meet the movers at the loading dock to make certain your freezers are promptly delivered to the lab and plugged into a room outlet.**
9. Check all equipment for sealed radioactive sources.

VIII. CONTROLLED SUBSTANCES

1. Inventory controlled substances.
2. [Dispose](#) of controlled substances that are no longer needed.
3. Package controlled substances in a locked container for mover.

IX. SHARED STORAGE AREAS

1. Shared facilities include storage units such as refrigerators, freezers, cold rooms, stock rooms, flammable liquids cabinets, waste collection areas, etc. They are of special concern, particularly if no one is assigned to manage the area.
2. Departing researchers must carefully inspect any shared facility in order to locate and appropriately dispose of their hazardous materials.