



# Checklist for Relocating a Laboratory

## Standard Operating Procedure

Revision Date: 08/18/17

### Relocating Tasks to Schedule

Date of Primary Move: \_\_\_\_\_

TASKS	ADVANCED NOTICE	DATE NOTIFIED OR SCHEDULED	CONTACT PERSON	NOTES
<b>Research Health and Safety</b>				
<ul style="list-style-type: none"> <li>Lab director completes the online: <a href="#">Lab Commissioning Checklist</a></li> <li>Laboratory Space Modification Form, if applicable</li> </ul>	As soon decision is made to open or modify a lab			
Lab director revises the Chemical Hygiene Blue Binder (Document Binder) to reflect policies and procedures pertaining to the new laboratory location				
Lab director consults with EHS Staff				
Biological Safety certifies the BSC	2 weeks			
<b>Hazardous Materials Management (HMM)*</b>				
HMM moves <ul style="list-style-type: none"> <li>Poison gases</li> <li>Explosive material</li> <li>Dangerous when wet materials</li> <li>Sulfide or cyanide bearing chemicals</li> </ul>	2 weeks*			
HMM can assist with a lab move (if a vehicle is needed to move chemicals)	2 weeks*			
<b>Radiation Safety Service</b>				
Lab director notifies Radiation Safety Service (RSS) prior to relocating a radioactive material laboratory	2 weeks			
RSS and RPC inspect and approve new laboratory space	2 weeks			
Lab director coordinates and schedules radioactive material transfers with RSS	1 week			
<b>Plant Operations</b>				
Lab director contacts Plant Operations to disconnect utilities from BSC				
Lab director contacts Plant Operations to connect utilities to BSC at new location				
Lab director coordinate with movers transfer laboratory equipment to new location				
<b>Vendor</b>				
Lab director contacts vendor to transfer gas cylinders to new location				

\*Schedule on a day other than the day of the primary move

- Biological Safety Cabinet authorized to be moved by Institutional Biological Safety Officer.
- RSS notified of new location for license by writing a memo or by completing the [Request for Room Decommissioning](#) form.  
**NOTE:** If writing a memo, it **must** be signed by the Authorized User and **must** include the following information:
  - Building and room numbers being vacated
  - Building and room numbers of new laboratory, if applicable
  - Date of the move or date laboratory will be vacated**NOTE:** RSS will notify Authorized User of approval.
- Radioactive materials, or contaminated objects which cannot be effectively decontaminated, properly sealed in plastic bags or in sealable containers prior to relocating from one facility to another.
- Equipment used for radioactive material work surveyed and authorized to be moved by RSS.
- [Laboratory Equipment Owner Decontamination Form](#) attached to all decontaminated equipment to be moved.
- If moving within the building or building complex, chemicals prepared for moving:
  - Chemicals placed in tightly sealed containers
  - Chemical bottles labeled with appropriate labels
  - The University of Michigan Environment, Health & Safety Hazardous Materials Transfer Form is completed.**NOTE:** If the location of the new laboratory is outside the building or building complex, Hazardous Materials Management (HMM) **must** pack and move the chemicals. HMM needs two week notice from the date in which the chemicals are scheduled to be moved.

### Commissioning New Laboratory Space

- The online The Pre-Commissioning Consultation Form completed.

### Biosafety Cabinets

- BSC connected to utilities.
- EHS certified the BSC.

### RSS Inspection

The new laboratory **must** have the following safe guards:

- Locked storage room or area to secure radioactive material and stock solutions from unauthorized use, removal, or vandalism.
- Designated radionuclide work and storage areas.
- When applicable, necessary shielding.
- Access to radiation detection and monitoring equipment.
- When required by RSS, specific engineering controls to limit exposure to radiation.

**NOTE:** Radioactive materials **must never** be stored in an unrestricted and unposted area or facility.