**Environmental Health and Safety**

793 Marietta Street, NW

Atlanta, Georgia 30318-0465

phone 404-894-4635

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**Lab Moves Checklist**

Date of Lab Move:

Principal Investigator:

Department or School:

Building:

Room Number:

**DECOMISSIONING**

**PI**

Notified Department/School of intent to move:

Notified EHS @ [lab-chemsafety@gatech.edu](mailto:lab-chemsafety@gatech.edu) of intent to move:

**Biological**

Freezers/refrigerators emptied of samples prior to move:

Freezers/refrigerators moved with samples are in non-breakable containers; all voids are filled to prevent content shifting; outside of unit has been decontaminated; unit has been taped or locked shut; and freezer seal posting has been completed:

Freezers/refrigerators and other equipment cleaned and/or decontaminated prior to move:

Biosafety cabinets moving to a new location decontaminated properly per GT EHS requirements?

All other equipment contaminated with biological agents (i.e. incubators, centrifuges, etc.) properly decontaminated?

Biohazard waste disposed of via EHS Hazardous Materials?

Unknown, unwanted, and/or unneeded biological samples disposed of as biohazard waste?

Consultation with Biosafety ([biosafety@gatech.edu](mailto:biosafety@gatech.edu)) regarding all other biological material movement:

Biohazard postings defaced appropriately from doors and equipment?

All labs working with biological and/or infectious material has been appropriately decontaminated?

**Chemical and Hazardous Waste**

Freezers/refrigerators emptied of all chemicals prior to move:

Freezers/refrigerators and other equipment cleaned and/or decontaminated prior to move:

Consulted with EHS Hazardous Waste regarding glove boxes with chemicals:

Highly hazardous materials (self-polymerizing/heating, pyrophorics, etc.) have a completed Lab Safety Plan for move?

Plan/moving equipment in place for safe transport of gas cylinders and/or cryogenic liquid dewars?

All unneeded chemicals and/or chemical waste disposed of via EHS Hazardous Materials?

Chemicals being moved to the new lab location has been coordinated with applicable movers?

Chemical transfers (redistribution to other PIs or departments) has been coordinated with EHS?

Fume hoods adequately cleaned-out? (ex. no chemical containers left behind for the future tenant?)

All equipment containing chemicals (ex. stills) disassembled and appropriately emptied?

Consultation with Lab and Chemical Safety ([lab-chemsafety@gatech.edu](mailto:lab-chemsafety@gatech.edu)) regarding all other relevant concerns before moving?

**Radioactive Material**

Freezers/refrigerators emptied of radioactive materials prior to move:

Freezers/refrigerators and other equipment cleaned and/or decontaminated prior to move:

Consulted with EHS Hazardous Waste regarding glove boxes with chemicals:

Form A amendment request submitted to the ORS ([ors@ors.gatech.edu](mailto:ors@ors.gatech.edu))?

Scheduled service technician to remove sources from LCS?

Survey performed since the last use of RAM?

Moving of RAM to the new lab location coordinated with ORS?

Coordination with movers to relocate large equipment (without sources in them?)

Form C signed, scanned, and sent to ORS?

Laser Safety Officer ([ors@ors.gatech.edu](mailto:ors@ors.gatech.edu)) notified of laser relocation?

Laser equipment purged of excimer gas?

Closeout survey coordinated with and performed by ORS?

**Other**

Freezers defrosted prior to move?

Countertops wiped and floors swept?

Drawers and shelves emptied?

Any cleaning or decontamination beyond normal custodial services consulted with EHS?

All items removed from shared storage areas? (i.e. cold rooms, tissue culture rooms, etc.):

All postings and signage (except RAM) removed?

Completed and sent all appropriate paperwork for items to be sent to Surplus?

All trash in trash container or taken to the dumpster?

All broken glass disposal boxes in the building dumpster?

**Final**

Contacted EHS to see if final walkthrough should be completed by EHS?

**COMMISSIONING**

Meeting with EHS scheduled?

Chemicals and reagents unpacked by lab personnel?

Pink cards posted with updated contact information?

Safety Data Sheets information posted?

Waste pick-up poster displayed?

Emergency Procedures document (with information filled-in) completed and displayed?

Contacted [lab-chemsafety@gatech.edu](mailto:lab-chemsafety@gatech.edu) for assistance with any inventory needs?

Biosafety office ([biosafety@ehs.gatech.edu](mailto:biosafety@ehs.gatech.edu)) contacted to coordinate any necessary recertifications? (ex. BSCs)

Labs with special needs pertaining to chemical or biological waste coordinated with EHS Hazardous Materials?

Labs with RAM, X-ray machines, and/or lasers coordinated with ORS?