

Standard Operating Procedure for Inter-Building Transfer from Ladd/Dunbar

Chemicals

The proper procedures for moving hazardous materials are outlined below. The Safety Office will move all hazardous materials. Individual researchers are not permitted to move any hazardous materials on their own.

Moving hazardous materials without following the regulatory requirements is both dangerous and illegal.

- 1) Reduce the amount of hazardous material to be moved. **This process should already be underway.**
 - a. Refer to “*Sugihara Inventory Reduction Guidance PowerPoint*” slides for instructions on how to reduce your chemical inventory.
 - b. Dispose of all chemicals that might be contaminated, expired (e.g., peroxide formers), exhibit degradation of the packaging or container, or are unlikely to be used in a reasonable amount of time.
 - c. Dispose of all hazardous waste prior to initiating a move.
- 2) All remaining chemicals should be entered into the Chimera Chemical Inventory System. Chemicals which have not been entered will not be allowed in the new building. Having all chemicals properly entered in Chimera will make generating box manifests and meeting SDS requirements much easier.
- 3) Obtain chemical move boxes from the Chemistry Stockroom. These are the only boxes allowed for moving chemicals and will have a label on the upper left corner that lists the hazard class, box numbers, origin and destination locations, as well as contact info. Boxes may be reused by applying a new label (from the stockroom) over the old one.
 - a. Pack boxes according to like-hazard classes using only a single layer of containers with sufficient packing material to ensure containers will not contact each other during transport.
 - b. **Scheduled items are covered under a separate SOP.** Leave refrigerated and glovebox chemicals in their places until their scheduled time to move.
 - c. **Research samples are covered under a separate SOP.** Research samples must also be grouped by like-hazard class and have an encompassing SDS.
- 4) Once the boxes are packed, attach a chemical inventory manifest generated from Chimera by exporting inventories to Excel using the **Inventory Summary w/Hazard Class and CAS** report found under *Reporting* → *Customized Reports* and selecting the appropriate locations. The reports can be sorted and arranged according to how the boxes are packed.
- 5) Complete a “Transfer Request Slip” (available from the Chemistry Stockroom), and attach this slip to the appropriate hazard class section of the whiteboard across from the Stockroom.
 - a. Make note of the Box #s on the chemical box labels and write it on the Transfer Request Slip
- 6) Beginning at 6am until 10am each day, the Safety Office move chemicals and have exclusive use of the Ladd/Dunbar elevator.
 - a. The receiving lab members do not need to be present when chemicals are delivered. However, chemical boxes delivered to Sugihara must be unpacked, stored or otherwise secured in the receiving lab as soon as possible when personnel arrive in the morning. **Additional boxes of**

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chemicals will not be delivered if received boxes have not been properly processed. Likewise, moving contractors will not work in labs that contain hazardous chemicals that have not been secured.

- b.** Lab members who wish to accompany or self-transport valuable chemicals or samples (with Safety Office escort) should arrange a time with the Safety Office.
- 7) Once chemicals have been transferred and placed in their new locations, users must update their Chimera inventories to reflect the changes. It is advised to make updates as boxes are received and put away rather than waiting until all chemicals have been transferred. Barcode readers available from the Stockroom will make this process very easy and accurate.
- 8) At 10:00 each morning there will be a 15 minute meeting in front of the whiteboard to discuss that day's activities and to coordinate and adjust plans for the next day's activities.

Important Dates:

- 11/1/21: Inventory reductions completed. All remaining chemicals will be transferred to Sugihara
- 11/15/21: Chimera Inventories updated and complete
- 11/29/21: Chemical moves start. Cold storage, glove boxes, flammable cabinets scheduled separately
- 12/31/21: Chemical move complete. Any remaining chemicals will be disposed through Clean Harbors at owner's expense.

References:

Lab moves –

<https://www.ors.od.nih.gov/sr/dohs/documents/movingyourlabsafely.pdf>

Peroxide formers –

<https://www.sigmaldrich.com/chemistry/solvents/learning-center/peroxide-formation.html>

https://dehs.umn.edu/sites/dehs.umn.edu/files/gd_peroxide_forming_chemicals_aug_2019_jo.pdf

Suggested Chemical Storage Pattern—

<https://www.flinnsci.com/api/library/Download/aee4d34e3b594054a178748b16a5bf96>

<https://ehs.ucr.edu/media/331/download>