

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

Scheduled Items

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.**

Refrigerators and Freezers:

- 1) Refrigerators and freezers should be defrosted/cleaned in anticipation of the move and any unwanted chemicals disposed according to the standard disposal guidelines. This process should be done well in advance of the move.
- 2) Notify the Chemistry Stockroom of the type, number, the present and eventual locations of refrigerators and freezers on the Cold Storage Count form so they can be added to a moving schedule. Additionally, determine the number of temporary storage containers with the Chemistry Stockroom. If a refrigerator is not to be moved into Sugihara, contact the Safety Office as soon as possible when it is empty to discuss the proper procedure for responsible disposal of the refrigerator.
- 3) Develop a plan of how to sort and pack contents according to like-hazard class so the contents can be safely and efficiently loaded into boxes/temporary cold storage.
- 4) On the scheduled day/time of the refrigerator or freezer move, prepare the contents in transport containers and generate the appropriate manifests. The moving company will unplug the unit, move it to the new location and plug it back in—someone from the lab should accompany it to direct placement and ensure it is set up properly.
- 5) The Safety Office will be following behind with the contents for the users to load back into the refrigerator/freezer. The residual temperature of the refrigerator/freezer along with the cold contents should minimize equilibration time.

Gloveboxes:

- 1) As soon as possible, clean and organize glove box contents, removing chemicals and equipment that does not need to be stored under inert atmosphere and begin sorting the remaining chemicals by like-hazard class.
- 2) Notify the Chemistry Stockroom of the number and location of gloveboxes so they can be added to a moving schedule
- 3) Determine temporary storage of air sensitive items—sealed bags, desiccators, etc.—and plan how items will be packed. Additionally notify the Chemistry Stockroom of any compressed gases needed to set up or operate the glovebox. Be sure there is a means to safely secure the gas cylinders at the destination BEFORE beginning the move of the glovebox or gas cylinders.

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- 4) On the scheduled day/time, prepare the contents in transport containers and generate the appropriate manifests. The moving company will move the glovebox to its new location—someone from the lab should accompany it to direct placement and begin setting up the glovebox to receive chemicals.
- 5) The Safety Office will follow behind with the contents for the users to be loaded into the glovebox as soon as feasible.

Flammable Cabinets

- 1) As soon as possible, notify the Chemistry Stockroom number of flammable cabinets that are to be moved from Ladd/Dunbar into Sugihara--these will be added to a moving schedule.
- 2) On the scheduled day, contents should be packed in appropriate boxes by like-hazard class. The movers will relocate the cabinet to the new space and the Safety Office will follow behind with the contents. It is important to return the contents to the cabinets as soon as possible to remain in compliance with maximum allowable quantities of flammable substances.

Compressed Gas Cylinders

- 1) Compressed gas cylinders no longer needed or those whose rent will exceed the replacement gas costs during the moving period should arrange with the stockroom to have them returned to the vendor to reduce the number of cylinders to be moved.
- 2) Compressed gas cylinders should be entered in Chimera similar to other chemicals which will satisfy SDS requirements for transport. Static entries will save on barcodes since cylinders are switched out when empty and are typically easy to hand-count.
- 3) Verify appropriate cylinder restraints are present in Sugihara before initiating a move.
- 4) Obtain and complete a chemical transfer label to affix to the cylinder. Then complete a corresponding Transfer Request Slip and post it to the whiteboard across from the stockroom.
- 5) The Safety Office will transport compressed gas cylinders to Sugihara. A member of the receiving lab needs to be present to secure the cylinders when they are delivered.