

## UMass Lowell Move-out or Renovation Checklist

Building: _____	Room #: _____
Principal Investigator: _____	Department: _____
Name of Person Completing This Form: _____	Title: _____
Phone #: _____	

Item	Completed			Notes
<b>A. PLANNING</b>				
1. <b>Principal Investigator</b> (PI) takes responsibility for his/her lab move-out process.	<input type="checkbox"/> Yes			
2. <b>Review this checklist.</b> Contact EH&S at extension 42618 with any questions or comments.	<input type="checkbox"/> Yes			
3. <b>Remove all hazardous materials</b> (chemical, biological and radioactive) from storage equipment, chemical fume hoods or biological safety cabinets (BSCs).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. <b>Offer any appropriate materials for reuse</b> by other laboratories nearby or <b>manage as wastes</b> noted below.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. <b>Identify working, but unwanted, equipment.</b> Decontaminate and de-energize to the degree necessary. Email EH&S ( <a href="mailto:kathi_lamond@uml.edu">kathi_lamond@uml.edu</a> ) a list of such equipment. Include name of item, make, model, dimensions, past service contractor, any shortcomings, your name, telephone, email address, and location of the equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>B. CHEMICALS, HAZARDOUS WASTE AND EQUIPMENT</b>				
1. <b>Contact EH&amp;S</b> three weeks before the moving date. Be sure to identify the research group (PI and department), building, and all room numbers involved in move/clean out.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. <b>Request any supplies such as hazardous waste labels and containers</b> by calling extension 42543.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. <b>Label all chemical waste containers</b> properly. <u>Do not use abbreviations, trade names or chemical formulas.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. <b>Collect all hazardous waste</b> in satellite accumulation areas (SAAs) within each lab involved in the move/renovation. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). For further technical assistance, contact EH&S at extension 42618.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. <b>Alert EH&amp;S and clearly label Potentially Unstable Chemicals</b> still in the room that have been stored under cabinets or in hoods with: <b>"DANGER: POTENTIALLY UNSTABLE! MOVING THESE CHEMICAL(S) COULD RESULT IN: EXPLOSION, SPONTANEOUS COMBUSTION, OR FIRE.</b> EH&S will make arrangements for proper disposal of the chemical(s). Improper disposal can result in severe bodily harm. Call EH&S for more information.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
6. <b>Over-pack leaking or otherwise compromised containers</b> (e.g., dents, severe rust, and fracture lines) into another container (e.g., 1- or 5-gallon over-pack jugs). Label contents on outside of over-pack container.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. <b>Decontaminate chemical fume hoods using disinfectants typically used in the lab.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		

Item	Completed		Notes	
8. <b>Drain oil from vacuum pumps</b> and similar oil- or chemical-filled equipment into containers prior to disposal of any such oil-containing equipment, and label with a hazardous waste label, since oil is regulated as a hazardous waste in Massachusetts. If such pumps are moved intact to a new location, carefully transport the pumps to avoid oil spills.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
9. <b>Request that EH&amp;S pick up the generated hazardous waste</b> (including mercury wastes) by calling extension 42543.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>C. BIOLOGICAL MATERIALS, WASTE AND EQUIPMENT</b>				
1. <b>Contact John Freeman, EHS Biosafety Officer at 42543 or at <a href="mailto:Biosafety@uml.edu">Biosafety@uml.edu</a> to discuss your move-out in advance.</b>				
2. <b>Dispose all unwanted sharps</b> , including but not limited to needles, syringes, blades, scalpels, glass Pasteur pipettes, used microscope slides and cover slips, and other <u>contaminated broken glass</u> . Search all surfaces (especially shelves, drawers, and electrical power strips over bench tops) for sharps. Place all these items in <b>Sharps</b> containers. Call EH&S at extension 42543 for pick-up.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. <b>Collect broken glassware</b> in cardboard boxes. Manage unbroken glassware with this broken glassware. Boxes may be obtained from EH&S at extension 42543.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. <b>Identify biological materials and</b> samples stored in refrigerators, freezers, cold rooms, warm rooms, incubators and other areas, as applicable. All biological materials need to be disinfected before disposal following appropriate SOPs. Contact the Biosafety Officer at 42543 or at <a href="mailto:Biosafety@uml.edu">Biosafety@uml.edu</a> to discuss the procedure(s) for disposal of any biological material	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. <b>Remove and discard accordingly all absorbent pads</b> taped to counter tops (if applicable). Decontaminate bench tops with appropriate chemical disinfectant.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
6. <b>Disinfect the content of aspirating flasks</b> by adding bleach to a final concentration of 10% and letting it stand for 20 to 30 minutes before discarding. Only if you have authorization for sink disposal, you can pour the content down the drain. If you do not have authorization for sink disposal, contact the Biosafety Officer at <a href="mailto:Biosafety@uml.edu">Biosafety@uml.edu</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. <b>Disinfect all equipment</b> (e.g., shakers, refrigerators, freezers, cryostats, water baths, incubators, centrifuges) <b>used to store or handle infectious or potentially infectious materials</b> . If your equipment allows, disinfect with freshly prepared 10% bleach solution or any EPA approved disinfectant. Contact the Biosafety Officer at 42543 or at <a href="mailto:Biosafety@uml.edu">Biosafety@uml.edu</a> if you have questions. <b>Note: Make sure to use appropriate personal protective equipment (i.e., gloves, goggles and lab coat) while disinfecting.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
8. <b>Biological Safety Cabinets (BSCs)</b> . All BSC that are going to be transferred should be decontaminated before move. Empty the BSC of all material and contact the Biosafety Officer at 42543 or at <a href="mailto:Biosafety@uml.edu">Biosafety@uml.edu</a> to schedule a decontamination with a service vendor before the BSC is moved.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
9. <b>Disinfect incubators</b> . Vented incubators used for infectious materials should be gas-decontaminated (for decontamination of spaces between exterior and interior walls of the incubator). Do not remove the Biohazard Warning sticker if such spaces cannot be decontaminated. Call in the service vendor if necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
10. <b>Remove or deface all Biohazard Warning stickers</b> on newly-decontaminated equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
11. <b>Cover and seal with impervious material any contaminated part that cannot be disinfected</b> . Use plastic wrap, parafilm, etc. Then, apply a biohazard label before moving it. Contact the Biosafety Officer at 42543 or at <a href="mailto:Biosafety@uml.edu">Biosafety@uml.edu</a> if you need further advice.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
12. <b>Collect all biological contaminated material in a biohazard box and</b> call EH&S at extension 42543 for pick-up. Dispose autoclaved waste according to procedures.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		

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<b>D. OTHER WASTES</b>				
1. <b>Discard all unwanted, non-hazardous chemicals</b> (e.g., distilled and deionized water, buffer and saline solutions) <b>down the drain</b> after receiving permission from EH&S to do so by filling out the Non-hazardous waste determination form and sending it to Glenn MacDonald ( <a href="mailto:Glenn_MacDonald@uml.edu">Glenn_MacDonald@uml.edu</a> ) for approval.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. <b>Dispose of any DEA-controlled substances or drugs</b> separately using an authorized vendor, specifying your DEA license number. Contact Glenn MacDonald at 4-2632 for assistance. Abandonment and inadequate documentation of disposal of a controlled substance are violations of the federal permit under which it was held. It <b>MAY</b> be possible to transfer ownership of a controlled substance to another DEA permit-holder.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>E. OTHER EQUIPMENT AND AREAS</b>				
1. <b>Return to vendors any reusable gas cylinders and lecture bottles</b> that are no longer needed or contact EH&S at 42543 to arrange for disposal of single-use lecture bottles.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. <b>Clean out cold/warm rooms and chemical/flammables storage areas.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. <b>Clean out dark rooms and photoprocessing or "X-omat" equipment</b> by coordinating with service vendor to drain and move equipment. Notify EH&S that you have decommissioned photoprocessing or X-omat facilities.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. <b>For moves off-campus, defrost, empty and decontaminate freezers and refrigerators.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5. <b>Decontaminate surfaces</b> with soap and water once all hazardous materials are removed from storage equipment (e.g., cabinets) and work surfaces (e.g., shelves, countertops).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
6. <b>Remove and deface all hazard stickers</b> from equipment after decontamination other than radiation hazard stickers.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. <b>Email EH&amp;S (<a href="mailto:kathi_lamond@uml.edu">kathi_lamond@uml.edu</a>) the locations of any lab processes (e.g., perchloric acid distillation, acrylamide powder weighing) that possibly generated lingering hazardous residues</b> within out-of-reach places (e.g., chemical fume hood exhaust ducts, drain lines).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
8. <b>Move laboratory equipment, once emptied.</b> Call extension 2543 to coordinate cleanout and removal of unwanted non-hazardous equipment (e.g., computer monitors/keyboards/mice, refrigerators).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
9. <b>Identify potential asbestos-containing materials</b> (e.g. lab ovens, door gaskets) to be tested prior to disposal. Contact EH&S at extension 42618 if you have any questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
10. <b>Bleed any stored energy from electrical equipment</b> (e.g., containing capacitors) bound for the trash.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
11. <b>Request and confirm that your building manager arranges for certified refrigeration personnel to bleed Freon from all refrigerators and freezers</b> bound for the trash.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>F. CLOSE-OUT</b>				
1. <b>Arrange for final occupational health exam</b> if medical surveillance has been required for lab personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2. <b>For moves across or on public roads, properly package any hazardous material and use authorized shipper</b> in accordance with US DOT and IATA regulations.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3. <b>Collapse uncontaminated, unwanted cardboard boxes</b> for recycling.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4. <b>Collect all extra EH&amp;S supplies</b> , e.g., hazardous waste labels/containers, biohazard bags/boxes, radiation tags/labeling tape, etc. Alert EH&S and leave these supplies in a conspicuous place for pickup.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		

Item	Completed		Notes	
5. <b>Ensure that lab is "broom clean"</b> by checking behind each drawer, cabinet, furniture, under sinks, etc. (e.g., no pipette tips or other debris remaining).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
6. <b>Conduct a final walkthrough</b> to ensure that the lab is completely empty, with the exception of furniture such as filing cabinets and chairs.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
7. <b>Remove all door placards</b> when lab is vacated and all hazardous materials have been removed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
8. <b>Keep the doors to the idle lab locked</b> , ideally with changed locks, so others are prevented from abandoning their unwanted equipment and chemicals there.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
9. <b>Post the Move-Out Signoff Sheet at the lab entrance</b> once this checklist is completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
<b>G. ANY LAB-SPECIFIC STEPS IDENTIFIED BY PRINCIPAL INVESTIGATOR</b>				
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		