

UC Irvine Environmental Health & Safety

SECTION:	TITLE: LABORATORY RELOCATION PROGRAM
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1. Program Description

To provide guidance to Facilities Directors, Facility Managers, and researchers for the safe and proper transfer and/or disposal of hazardous materials when relocating a laboratory.

2. Scope

2.1. These procedures apply to a Principal Investigator, researcher, or other laboratory owner when:

- 2.1.1. Leaving the university and closing a laboratory
- 2.1.2. Retiring and closing his/her laboratory
- 2.1.3. Relocating his/her laboratory to a different building on campus
- 2.1.4. Leaving the university but transferring responsibility of his/her laboratory to another researcher

2.2. In all of these situations, the Principal Investigator (PI) must follow the procedures outlined below to either arrange for the safe disposal of hazardous materials in his/her laboratory, or transfer responsibility for those materials to another responsible party.

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3. Definitions

Principal Investigator – A UCI employee with an academic appointment or other eligible appointment under University Policy who is responsible for the design, scientific/technical conduct, administrative conduct, and reporting of a research, training, or public service project supported by extramural funding sources. A principal investigator must personally participate in the project to a significant degree.

Facilities Director /Facility Manager - Person from an individual school assigned and authorized to coordinate lab moves.

Surveyor – EH&S staff person taking samples and reading results.

EH&S Coordinator - EH&S liaison assigned to individual schools.

Whole Lab Move - The entire lab is cleared in one visit by EH&S while the lab is closed and no operations are ongoing. While the entire lab is closed, EH&S will continue to return to the lab and recheck equipment for clearance at no charge.

Staged Lab Move - Portions of a lab are moved over a period of time while the lab is still active. When a lab wishes to move in multiple stages, the sponsoring party (PI or Department) will be billed at \$65.00 per hour, one hour minimum per visit by EH&S clearance staff (Industrial Hygiene, and Radiation and Biological Safety technician groups but not EH&S School Coordinator time).

Costs

- Whole lab moves: EH&S does not charge for the clearance of a “whole lab move” as defined.
- Staged lab moves: EH&S will recharge for staged lab moves. EH&S' standard labor rate is \$65.00/hour for “staged lab move” clearances or for technical staff time if labor is required to move stock, equipment, or waste.

EH&S can arrange to provide both a truck and a technician to assist you for a recharge fee. A carefully planned and well-organized move averages only one to two hours of EH&S time at \$65.00 per hour labor rate plus disposal costs.

Advance Notice

- Long term (one week or more): Advance notice lab clearances can be conducted on a scheduled basis with as little as a 4 hour window to clear an entire lab.
- Short term (within 48 hours): EH&S will respond with as little as 48 hours notice to conduct a lab clearance. A two work day (48 hour [excluding weekends]) window is needed for short notice lab moves to accommodate EH&S personnel schedules.

4. Responsibilities

- 4.1. When vacating a laboratory, the PI is responsible for the proper disposition of all hazardous materials and decontamination of equipment. All hazardous materials must be either moved, discarded, or responsibility transferred to another investigator.
- 4.2. EH&S provides guidance to Facilities Directors, Facility Managers, and researchers for the safe and proper transfer and/or disposal of hazardous materials when relocating a laboratory. EH&S provides approval to move the equipment after receiving acknowledgement from researchers that the equipment has been cleaned.
- 4.3. The Facilities Director /Manager provide all pertinent checklists to lab occupants as soon as possible.
- 4.4. The EH&S Coordinator will place and sign a green clearance tag after verbal notification from the staff that the lab has been cleared and a walk through has been completed.
- 4.5. The EH&S surveyor will place a red tag on the door pending lab clearance. The EH&S surveyor will also notify the EH&S Coordinator with the status of the lab clearance when known.
- 4.6. Both the EH&S Coordinator and the EH&S surveyor have a shared responsibility to fill out and place individual equipment tags.
- 4.7. Coordinators have specific designated contacts within each EH&S technical group who have the authority to schedule surveyor time:

- Industrial Hygiene – [Alvin Samala](#)
- Chemical Hygiene Officer – [Rebecca Lally](#)
- Radiation Safety – [Rick Mannix](#)
- Biosafety – [Sheila Hedayati](#)
- Hazardous Waste – [Kirk Matin](#)

5. Program Components

5.1. Unwanted hazardous materials may not be left in the laboratory, discarded in the regular trash, nor poured down the drain. Detailed disposal information is available on the web in [Hazardous Waste Procedures](#).

5.2. To confirm that a vacated lab is emptied of hazardous materials, the Principal Investigator or laboratory supervisor shall complete the Moving Out of a [Lab Checklist](#) , available on the web at www.ehs.uci.edu.

6. Reporting Requirements

- [Moving Out of Lab Checklist](#)
- [Moving Into Lab Checklist](#)
- [Moving Laboratory Reference](#)