# Attachment 2
## Laboratory Move/Closure Checklist

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Required for Moves Within Buildings</th>
<th>Required for All Other Moves</th>
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| Biosafety Cabinet                              | - Users clean and surface decontaminate unit.  
- BSC formaldehyde decontamination and recertification managed by EHS.  
  (Note: Formaldehyde decontamination, as well as gas and vacuum disconnection will be done prior to move.) |                               | Same   |
| Liquid Scintillation / Gamma Counters           | - User removes and discards samples in approved waste containers.  
- External standards shipped separate from unit by EHS.  
- EHS surveys and prepares shipping papers for shipment.  
- Manufacturer preps unit for move. |                               | Same   |
| Ultra-Centrifuges                              | - Users clean, decontaminate and post “Biosafety Notice” tag on unit.                               |                               | Same   |
| Automated x-ray film processors                | - Outside service provider removes chemicals, cleans unit, and packages for move.                    |                               | Same   |
| Compressed Gas Cylinders                       | - Researchers remove regulators and manifolds and cap all tanks.  
- Contact supplier to remove gas cylinders. |                               | Same   |
| Vibration Sensitive/Fragile Equipment (e.g. – confocal microscopes, balances) | - Users clean and decontaminate as necessary, and post “Biosafety Notice” tag on unit.  
- Strongly recommend involvement of proficient service company. |                               | Same   |
| Incubators                                     | - Users disconnect gas feed line.  
- Users must drain jacket.  
- Users clean, decontaminate and post “Biosafety Notice” tag on unit. |                               | Same   |
| HPLC                                           | - Users disconnect chemical feed and waste lines.  
- Units used with radioactive material must be surveyed by EHS prior to move. |                               | Same   |
| UV Boxes / Transluminators/ Imaging stations    | - Users clean, decontaminate unit and post “Biosafety Notice” tag on unit. |                               | Same   |

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| Refrigerators/Freezers | - Users Inventory/Identify contents of unit.  
- Users clean, decontaminate and post “Biosafety Notice” tag on unit where appropriate. Remove all liquids that could spill, hazardous chemicals and/or infectious materials.  
- Remove all radioactive materials; transfer to new space with assistance of EHS. EHS to survey external surfaces prior to move.  
- EHS to evaluate transportation procedures following hazard evaluation.  
- Dispose of all unwanted materials. | - In addition to “Required for Moves within Buildings”, empty unit of all hazardous biological material. |        |
| Liquid Nitrogen Dewars | - Decontaminate the exterior and attach a Biosafety Notice. Indicate on the Biosafety Notice that the interior remains contaminated. Can be moved by lab personnel within buildings. | - When possible, it is best to ship items in dry nitrogen shippers since they are exempt from the shipping regulations. However the regulations for the biological materials remain in place.  
- If it is necessary to ship a liquid nitrogen Dewar, the unit must be moved by the hazmat shipper for the move.  
- Specific training is required; please refer to the “Transportation and Transfer of Biological Agents Training Guide.” |        |

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| Chemicals | - Lab staff should segregate non-hazardous and hazardous chemicals (Non-hazardous chemicals are listed on page 39 of the Hazardous Waste manual).  
- Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: [http://www.yale.edu/ehs/waste.htm](http://www.yale.edu/ehs/waste.htm)  
- Non-hazardous chemicals can be transported by moving vendor.  
- Lab staff or EHS approved hazmat vendor moves hazardous chemicals to new location through halls. | - Hazardous chemicals must be manifested and transported via DOT regulations by an EHS approved hazmat transporter. |        |
| Radioactive Materials | - Radioactive material must be packaged and shipped by EHS.  
- No Radioactive waste to be transferred to new lab.  
- Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: [http://www.yale.edu/ehs/waste.htm](http://www.yale.edu/ehs/waste.htm) | Same |        |

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| Biological Materials | □ Users clean, decontaminate and post “Biosafety Notice” tag on all pieces of equipment to be moved.  
□ Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: [http://www.yale.edu/ehs/waste.htm](http://www.yale.edu/ehs/waste.htm)  
□ *BL-1 materials* can be transferred by moving vendor within Refrigerators/Freezers. Primary containers must be closed and leak proof. If items are left in refrigerators and/or freezers packing material should be used to prevent breakage during transport.  
□ *Other Biological Materials* – specific training is required, please refer to the “Transportation and Transfer of Biological Agents Training Guide.” | | Same |
| Controlled Substances | □ Users must transport to new lab, *ONLY AFTER* State of CT DEA inspection of new facility has occurred. Contact Linda Mouning at 737-2121 to coordinate state inspections. | □ Contact Linda Mouning at 737-2121 to coordinate a controlled substance disposal with the State of CT DEA | |
| Unused Radioactive, Chemical and Biological waste containers | □ EHS to remove and replace. | Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: [http://www.yale.edu/ehs/waste.htm](http://www.yale.edu/ehs/waste.htm) | |