

Attachment 2
Laboratory Move/Closure Checklist

Equipment	Required for Moves Within Buildings	Required for All Other Moves	Status
Biosafety Cabinet	<ul style="list-style-type: none"> <input type="checkbox"/> Users clean and surface decontaminate unit. <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> User removes and discards samples in approved waste containers. <input type="checkbox"/> External standards shipped separate from unit by EHS. <input type="checkbox"/> EHS surveys and prepares shipping papers for shipment. <input type="checkbox"/> Manufacturer preps unit for move. 	Same	
Ultra-Centrifuges	<ul style="list-style-type: none"> <input type="checkbox"/> Users clean, decontaminate and post “Biosafety Notice” tag on unit. 	Same	
Automated x-ray film processors	<ul style="list-style-type: none"> <input type="checkbox"/> Outside service provider removes chemicals, cleans unit, and packages for move. 	Same	
Compressed Gas Cylinders	<ul style="list-style-type: none"> <input type="checkbox"/> Researchers remove regulators and manifolds and cap all tanks. <input type="checkbox"/> Contact supplier to remove gas cylinders. 	Same	
Vibration Sensitive/Fragile Equipment (e.g. – confocal microscopes, balances)	<ul style="list-style-type: none"> <input type="checkbox"/> Users clean and decontaminate as necessary, and post “Biosafety Notice” tag on unit. <input type="checkbox"/> Strongly recommend involvement of proficient service company. 	Same	
Incubators	<ul style="list-style-type: none"> <input type="checkbox"/> Users disconnect gas feed line. <input type="checkbox"/> Users must drain jacket. <input type="checkbox"/> Users clean, decontaminate and post “Biosafety Notice” tag on unit. 	Same	
HPLC	<ul style="list-style-type: none"> <input type="checkbox"/> Users disconnect chemical feed and waste lines. <input type="checkbox"/> Units used with radioactive material must be surveyed by EHS prior to move. 	Same	
UV Boxes / Transluminators/ Imaging stations	<ul style="list-style-type: none"> <input type="checkbox"/> Users clean, decontaminate unit and post “Biosafety Notice” tag on unit. 	Same	

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Equipment – Cont'd	Required for Moves Within Buildings	Required for All Other Moves	Status
Refrigerators/Freezers	<ul style="list-style-type: none"> <input type="checkbox"/> Users Inventory/Identify contents of unit. <input type="checkbox"/> Users clean, decontaminate and post “Biosafety Notice” tag on unit where appropriate. Remove all liquids that could spill, hazardous chemicals and/or infectious materials. <input type="checkbox"/> Remove all radioactive materials; transfer to new space with assistance of EHS. EHS to survey external surfaces prior to move. <input type="checkbox"/> EHS to evaluate transportation procedures following hazard evaluation. <input type="checkbox"/> Dispose of all unwanted materials. 	<ul style="list-style-type: none"> <input type="checkbox"/> In addition to “Required for Moves within Buildings”, empty unit of all hazardous biological material. 	
Liquid Nitrogen Dewars	<ul style="list-style-type: none"> <input type="checkbox"/> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> If it is necessary to ship a liquid nitrogen Dewar, the unit must be moved by the hazmat shipper for the move. <input type="checkbox"/> Specific training is required; please refer to the “Transportation and Transfer of Biological Agents Training Guide.” 	
Materials	Required for Moves Within Buildings	Required for All Other Moves	Status
Chemicals	<ul style="list-style-type: none"> <input type="checkbox"/> Lab staff should segregate non-hazardous and hazardous chemicals (Non-hazardous chemicals are listed on page 39 of the Hazardous Waste manual). <input type="checkbox"/> Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: http://www.yale.edu/ehs/waste.htm <input type="checkbox"/> Non-hazardous chemicals can be transported by moving vendor. <input type="checkbox"/> Lab staff or EHS approved hazmat vendor moves hazardous chemicals to new location through halls. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hazardous chemicals must be manifested and transported via DOT regulations by an EHS approved hazmat transporter. 	
Radioactive Materials	<ul style="list-style-type: none"> <input type="checkbox"/> Radioactive material must be packaged and shipped by EHS. <input type="checkbox"/> No Radioactive waste to be transferred to new lab. <input type="checkbox"/> Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: http://www.yale.edu/ehs/waste.htm 	Same	

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Materials - Cont'd	Required for Moves Within Buildings	Required for All Other Moves	Status
Biological Materials	<ul style="list-style-type: none"> <input type="checkbox"/> Users clean, decontaminate and post “Biosafety Notice” tag on all pieces of equipment to be moved. <input type="checkbox"/> Dispose of all unwanted materials via EAS-Environmental Affairs Section – 432-6545 or online forms at: http://www.yale.edu/ehs/waste.htm <input type="checkbox"/> 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. <input type="checkbox"/> Other Biological Materials – specific training is required, please refer to the “Transportation and Transfer of Biological Agents Training Guide.” 	Same	
Controlled Substances	<ul style="list-style-type: none"> <input type="checkbox"/> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> 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	