

Laboratory Moves

If your laboratory is moving to another on-campus location, there may be significant numbers of chemical containers and other potentially hazardous materials that need to be moved. The transport of laboratory hazardous materials poses a risk due to the increased likelihood of an accidental release in an uncontrolled area. Proper planning and procedures will minimize the hazards associated with moving. Laboratory personnel moving chemicals on the FSU campus must take reasonable steps to minimize the potential for spills or incompatible mixing of the chemicals, or release of any hazardous materials.

Special considerations must be followed when moving any of the following hazardous materials or laboratory equipment:

Chemicals

In addition to the detailed instructions below, see [transportation of chemicals](#) for general policies, guidelines and discussion regarding moving of Chemicals.

- Know where the chemical spill kits are stored. Be ready for emergencies. Contact EH&S in advance of the move to obtain appropriate spill kits. If there is a spill that has the potential to endanger human health, immediate action must be taken. Call 911 and take appropriate steps to ensure the safety of those in the immediate area. If a spill has the potential to impact storm drains, take immediate action to protect the storm drain (dirt dike) and contact EH&S. In the event of a spill, notify a supervisor and EH&S at 644-6895 regardless of the perceived extent of the spill.
- Move chemicals during regular working hours.
- Only trained laboratory personnel may move chemicals and other hazardous materials. Commercial movers or departmental staff can move lab supplies but NOT hazardous materials.
- Inventory chemicals - discard expired, outdated or unwanted chemicals through the Chemical Safety Office by calling 644-7682 or 644-0971 or using the [online hazardous waste pickup form](#) (FSUID required).
- Do not attempt to move outdated ethers or other potentially unstable/reactive compounds. Chemicals that are outdated and potentially unstable; in corroded containers; having cracked or missing lids; unknown/unlabeled should be properly disposed of through EH&S and NOT relocated to a new lab facility.
- Do not move chemical waste. Leave it in the old lab location and notify the Chemical Safety Office – see above. All waste must be labeled for contents. New waste containers will be delivered to the new lab location. Contact the Chemical safety office for new waste containers by calling 644-0971 or 644-7682. Waste may not be left in a lab from which all lab workers have moved. If a laboratory continues to store chemicals in the old lab and is sorting those chemicals into waste streams, EH&S must pick up waste within 2 weeks from the time of generation in the lab. Labs must closely coordinate with The Chemical Safety Office to ensure that wastes are not left in empty labs in violation of Florida Statute.
- Use proper protective equipment. At minimum, this includes a laboratory coat, safety glasses, closed toed shoes and proper hand protection.
- Use freight elevators if possible.
- Use a sturdy cart with raised edges.

- Pack hazardous chemicals (solvents, corrosives, toxic chemicals) and all liquids with compatible chemicals. Make sure that all chemicals are securely capped. Place in a secondary container like a tub or bin. Contact EH&S for bins for moves between laboratories on the FSU campuses. Label all chemicals, and label the bins.
- Individual chemical containers must be placed in a secondary plastic container when transporting. For ease of move, it is permitted to put compatible chemicals together in cardboard boxes (except oxidizers) before setting the cardboard box into the plastic secondary container.
- Do not place incompatible chemicals together in the same bin. This will prevent unwanted chemical reactions in the event of leaks or spills. Examples of incompatible chemicals include: acids/bases, oxidizers/organic solvents, acids/cyanides, acids/sulfides, aqueous materials/water reactive materials, etc.
- Glass bottles containing hazardous chemicals should be packed in vermiculite or other absorbent materials
- Relatively non-hazardous dry chemicals may be packed in boxes. Make sure all chemicals are securely capped. Label the boxes.
- DO NOT MOVE chemicals in personal vehicles. Use departmental vehicles or contact EH&S for assistance.
- Do not put chemicals in the trash. Empty bottles, if rinsed, may be marked “empty” and placed in the regular trash.
- Hazardous chemicals must not be left or stored in corridors, departmental offices, or other non-laboratory locations.
- If chemicals are to be shipped off-campus, contact the Chemical Safety Office at 644-7682 or EH&S at 644-6895 for guidance on packaging and shipping regulations.

Controlled Substances

- Prior to the move (or soon as a move date is known), contact the Laboratory Safety Office at 644-8916 to notify the DEA of the new address. A memo will be sent to the DEA requesting approval of the new location.
- DO NOT move controlled substances to the new location. Just before the move, transfer controlled substances to the Laboratory Safety Office. The DEA must approve the new lab location before the drugs can be transferred back to the licensee. The DEA may visit the new location before approving it.
- Unwanted controlled or prescription substances should be transferred to the Laboratory Safety Office for disposal.

Radioactive Materials

In addition to the practices listed below, refer to [Ordering, Receiving, and Transferring Radioactive Materials](#) for general policies regarding the transport of radioactive materials.

- Notify the Radiation Safety Office of the approximate date of the move or lab close-out. Notify the Radiation Safety Office of the new lab location by calling 644-8802.

- Decontaminate equipment before moving. Survey the equipment for contamination and decontaminate as needed to remove all radioactive contamination. The Radiation Safety Office will ascertain that all equipment to be moved is free of contamination.
- Decontaminate lab work areas by the move date. Survey the lab bench tops, fume hoods and storage areas for contamination and decontaminate as needed to remove all radioactive contamination. The Radiation Safety Office will ascertain that the laboratory to be closed out is free of contamination and will de-post. Laboratory workers should not remove radiation hazard labels from equipment or lab space. These will be removed by the Radiation Safety Office.
- Leave radioactive waste in the old lab location for removal by the Radiation Safety Office. New waste containers will be delivered to the new lab location.
- Secure all materials in approved and labeled containers that will sufficiently contain and shield the radioactive materials. Contact the Radiation Safety Office for guidance.
- Only trained laboratory personnel may move the radioactive materials.
- Do not move radioactive materials in personal vehicles. Contact EH&S for assistance if radioactive materials need to be transported in a vehicle.
- Check shared areas for lab chemicals and equipment to be moved, disposed of and/or decontaminated.
- If radioactive materials are to be shipped off campus, contact the Radiation Safety Office at 644-8802 or 644-8800 for guidance on packaging and shipping.

Biological Materials

In addition to the detailed instructions below, see [Importation and Interstate Shipment of Pathogens](#) for general policies regarding transporting of biological materials.

- Notify the [Biological Safety](#) Office of the approximate date of the move or lab close-out.
- Only trained laboratory personnel may move biohazardous materials.
- A [biohazard spill kit](#) and [PPE](#) should be available before the move.
- Biological materials that must be kept frozen or chilled may be moved inside a refrigerator or freezer if the material is completely secured and unable to be spilled, and the freezer unit is locked and unable to be opened. Trained laboratory personnel must accompany the freezer units, and should have PPE and a spill kit available.
- Animal or human tissues, cell cultures, biological or recombinant DNA stocks should be transported to a new laboratory location in a sealed or capped secondary container.
- [BSL2](#) or [BSL3](#) materials must be moved to a BSL2 or BSL3 laboratory pre-approved by the [Biological Safety](#) Office.
- [Biohazardous waste](#) should be autoclaved and left in the appropriate biohazardous waste containers in the laboratory being closed out. Do not move biological waste. Contact the Biological Safety office for new waste containers and red sharps containers for a new lab location.
- [Biological safety cabinets](#) that are moved MUST be decontaminated before moving, and re-certified before use at the new location. When moving the unit, do not attempt to open the top compartment. Contact the [Biological Safety](#) Office to arrange for re-certification.

- Laboratory areas used for [BSL](#) work must be decontaminated. Laboratory equipment must be decontaminated before moving.
- Do not move biohazardous materials in personal vehicles. Use departmental vehicles or [contact EH&S](#) for assistance.
- If biological materials are to be shipped to a new facility, contact the [Biological Safety](#) Office for assistance with [shipping regulations](#).

Gas Cylinders

Prior to moving gas cylinders during a laboratory move:

- Disconnect regulators and securely cap cylinders before moving.
 - Contact supplier for return of empty or unwanted gas cylinders.
 - Cylinders should be transported in carts to which they are secured with a strap or chain.
 - Cylinders must be secured in new location.
 - Cylinders must be transported upright.
 - Cylinders should not be transported in personal vehicles.
 - Only trained personnel may transport gas cylinders.
 - EH&S should be contacted for assistance when requirements listed above cannot be met.
-

Additional Information and Resources

- [Don't turn cylinder into a rocket](#)

Lab Equipment

Prior to moving lab equipment during a laboratory move:

- Lab equipment must be decontaminated before moving to a new lab or transferring to surplus property or to other researchers.
- Lab equipment and refrigerators may not be de-posted for radioactive or biological hazards. Decontaminate...then [contact EH&S](#) for de-posting.
- Laboratory fume hoods must be decontaminated before lab close-out.
- Refrigerators and freezers must be decontaminated before moving. Lab refrigerators and freezers MAY NOT be sent to Property Surplus. They may be transferred to another lab or disposed of as trash if coolant is captured and the door is removed.
- For disposal of X-ray or laser equipment, contact the [Radiation Safety Office](#) for information.

Proper laboratory design for work with hazardous materials

Prior to setting up the new laboratory (see also: [New Researcher or New Laboratory Setup and New Laboratory Personnel](#)):

- Look for nearest safety equipment: eyewashes and safety showers, fire extinguishers, fire pull stations (near exit stairs).

- Plan carefully before storing equipment and chemicals in the new lab. Contact EH&S for guidance.
- Avoid using extension cords
- Store chemicals by hazard class
- Do not store chemicals on the floor or above eye level
- Do not permit equipment to block fire extinguishers, eyewashes or egress
- Purchase lab furniture that is impervious to hazardous materials (no cloth cushions)
- If you are a new Principal Investigator at FSU, contact the Laboratory Safety Office to discuss safety and compliance issues and training requirements associated with your research