



Date: 10/07/11
SOP Number: 0090

Effective: 10/07/11
Review Date: 10/07/13

Developed By: University Department of Environmental Health and Safety

Standard Operating Procedures For Laboratory Moves

Scope

This operating procedure applies to all laboratories that are moving either to a new laboratory within Drexel University or are leaving Drexel. It is applicable to all movers, whether they are Drexel house staff or outside moving companies.

Purpose

The purpose of the operating procedure is to reduce the potential for injuries to employees and outside contractors conducting move activities

Procedure

1. The Department of Environmental Health and Safety (EHS) must be informed when a laboratory is moving. EHS must be involved with any move to ensure proper safety precautions are implemented.
2. Before any moving activity is to begin, all laboratory operations must cease.
3. Radiation Safety, if applicable, must clear the laboratory.
4. All chemical, biological, and radioactive materials must be properly and securely packed by a chemical moving company.
5. For laboratories that work with biohazardous materials:
 - a. All laboratory equipment must be decontaminated before the move by the lab personnel, being wiped down by a disinfectant, such as a 10% bleach or 70% alcohol solution.
 - b. All decontaminated equipment must be clearly marked as such, with the date and name or initials of the person who performed the decontamination.
 - c. Any equipment that is not decontaminated will not be moved.
 - d. All unwanted equipment for disposal must also be decontaminated.
6. The Laboratory personnel must clearly mark all materials and equipment that are to be moved. EHS can assist in disposal of unwanted equipment and hazardous chemicals.
7. Lab personnel are responsible for the packing of any lab equipment, supplies, and glassware.
8. Lab personnel are responsible for the packing of any and all office supplies, records, and personal items.
9. Compressed Gas Cylinders must be capped for the move. They also must be secured at all times.



Date: 10/07/11
SOP Number: 0090

Effective: 10/07/11
Review Date: 10/07/13

Developed By: University Department of Environmental Health and Safety

10. When packing is completed and laboratory operations have ceased, EHS will then proceed to decommission the laboratory. This includes decontamination of lab surfaces and removal of unwanted hazardous chemicals.
11. When decommissioning is completed, a notice will be posted on the front door that the lab has been decommissioned and that it is clear for the movers to enter. No mover is permitted in the laboratory until decommissioning has been completed.
12. When moving chemical or biological materials, a member of EHS must be present to provide support in case of emergency.
13. It is the responsibility of the laboratory personnel to unpack all moved materials and set up their new laboratory in accordance to the compliance guidelines of the facility.