



### Move Update #2 – February 13, 2019

In December, the first move coordination meeting with chairs was held. Each department has formally identified their move coordinators that will be interfacing directly with Science Facilities and the Destination Project Office to work through the desktop and on site planning activities to prepare for the move. The move coordinators will also serve as the main point of communication for the detailed planning activities within their departments and field responses to help the move team proceed forward as efficiently as possible. As we move closer to the move all questions and concerns should be directed either through the department chairs or move coordinators.

#### Move Planning Activities

Through sessions with department chairs and stakeholders the space allocations were finalized and detailed floorplans issued. Though November to December, Science Facilities and Financial Services entered all research spaces to update the inventory list. The results of these tours are incorporated into the equipment placement sessions happening this January and February. Financial Services is also working with Campus Insurance & Risk to update the inventory for the entire SAB for insurance in the new facility and during the move.



Beginning in January, regular planning sessions between the project team and move coordinators have focused on a number of challenges. Major Equipment and the necessary coordination between technicians and overall lab moves, chemical moves, science equipment, -80 Freezers, Fridges, -20 Freezers, etc. The move coordinators are working closely with the move team and are taking the lead on working through these issues.

The detailed planning sessions facilitated by Science Facilities follow the outline below:

- Jan Week 1: All researchers invited on site to for planning of major equipment locations (based on lists previously provided)
- Jan Week 2: SF will meet with each Department chair and move coordinators
- Feb Week 3: Departments continue major equipment placement internally
- Feb Week 4: SF will meet with each Department chair and move coordinators
- Feb Week 5: All researchers invited on site to review final large equipment locations and labs
- Feb Week 6: SF will meet with each Department chair and move coordinators, major equipment locations finalized. Following this SF will coordinate with DPO to include this in the detailed move planning.

A significant part of this move plan involves coordinating the stakeholders' major equipment moves with the resources to ensure the equipment is transported safely, has the correct mechanical/electrical infrastructure in place, and has the technical expertise available to ensure it is decommissioned and recommissioned correctly.

There are approximately 200 items which require detailed coordination on this front. The move team have been working through the detailed logistics of the major equipment moves and have engaged trades for mechanical, electrical and heavy moving and are prepared with local resources. A number of items require technical expertise to move and we have been working with factory as well as engaged with general laboratory service groups that can handle assist with equipment moves of various manufacturers. We have considerable work to do in this area and will be working very closely with the department move coordinators to capture this in the move plan.

In March, move coordinators will spend additional time on site to ensure equipment can go in the planned location. Wet lab research faculty will also be given more time on site to coordinate smaller details for lab logistics so they are able to plan for the move internally.

Going forward all concerns should be coming to the move team via the move coordinators or department chairs. Nicole Bach will be responsible for all furniture details, in-house move crews, and overall move schedule. Nicole Meurs will be responsible for all space assignment, major equipment details and technical details with external technicians, heavy movers, mechanical and electrical crews.



## **Move Schedule**

The attached move schedule is an overview of the summer 2019 activities. Through the individual department planning sessions more detailed daily move schedules will be issued and distributed through the department chairs and move coordinators.

## **Packing Instructions & Lab Clean Up and Close Out Procedures**

Attached to this document are the general packing and lab close out instructions we are implementing for this significant move.

We continue to urge everyone to clean out their offices and labs in preparation for their move. Below are a few quick links to already available services to begin preliminary cleaning of your labs and offices.

1. **Hazardous waste management** including, sharps disposal, radioactive waste disposal, chemical waste disposal follow this link:  
[www.uleth.ca/risk-and-safety-services/hazardous-waste-management](http://www.uleth.ca/risk-and-safety-services/hazardous-waste-management)  
Contact: [safety.services@uleth.ca](mailto:safety.services@uleth.ca)
2. **Recycling information** including, paper and cardboard; bottles and cans; batteries; electronics; and waste please follow this link and click on the appropriate tab on the left side:  
[www.uleth.ca/facilities/caretaking/content/recycling](http://www.uleth.ca/facilities/caretaking/content/recycling)  
Contact: [judy.jaeger@uleth.ca](mailto:judy.jaeger@uleth.ca)
3. **Chemical Inventory Reconciliation**, ensure all chemicals are labelled following the steps in the PDF attached named 'Chemical Inventory Reconciliation'  
Contact: [safety.services@uleth.ca](mailto:safety.services@uleth.ca)
4. **Equipment Disposal**, if you have barcoded equipment that no longer works or is extremely outdated contact, Corinne Steele for an 'Equipment & Furnishings Declaration Form.'  
Contact: [c.steele@uleth.ca](mailto:c.steele@uleth.ca)

The Department Chairs and Move Coordinators have been incredibly helpful to work through the many details during planning discussions. We will continue to rely on their expertise and leadership in their departments as we finalize the move plans and head into a very busy summer 2019. While the significant efforts of the contractors to deliver this project have been remarkable, this internal move process and subsequent start-up of the various laboratories promises to be the most difficult part of this project for our organization. The risks are significant, as are the rewards. We appreciate your patience, support and assistance as we become closer to the move.

Sincerely,

**Gene Lublinkhof**

Director, Science Facilities

cc. *Nicole Bach*  
Project Manager, Destination Project Office

*Nicole Meurs*  
Manager, Science Facilities

Science and Academic Building  
Move Schedule

February 13, 2019

Task	Level/Quad	2019											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
DPO MOVES	L8/Q1		Feb 1										
SCIENCE FACILITIES	L8/Q1		Jan 21-Feb 1										
RECRUITMENT OFFICE	L8/Q1		Feb 1										
PROCURE MOVE EQUIPMENT	everywhere	Jan to Apr											
EARLY FURNITURE MOVES	prior to moves			Mar 1-30	Apr 1-31								
HIRE MOVE TEAMS					Mar 15 - Apr 20								
HELIUM TANKS	L7/Q4				Apr-15								
NMR MOVES	L6/Q2				Apr 15- June 14	CCBN 700 &500	Uhall	300					
TONY MONTINA GROUP	L6/Q2				Apr 22-24								
STAFF TRAINING AND LOGISTICAL COORDINATION					Apr 22-24								
TEACHING LABS (BIOLOGY)	L7/Q1					May 6 -10							
N2 TANK MOVES	L7/Q4					May 6 - 10							
TEACHING LABS (CHEMISTRY)	L7/Q1					May 13 - 17							
CHEMISTRY DEPARTMENT	L8/Q4					Apr 29- 6	May 20-24				May 7 - May 20 deficiencies		
BIOLOGY DEPARTMENT (UHALL)	L9/Q2					May 20-28	Jun 3 - 14						
BIOLOGY DEPARTMENT (HH)	L9/Q1						May 28-31	Jun 17 - 21					
BIOCHEMISTRY DEPARTMENT	L9/Q1						Jun 3-7		Jun 24-28				
PHYSICS DEPARTMENT	L8&9/Q4						Jun 10-17	Jun 24 - 9					
PSYCHOLOGY DEPARTMENT	L8/Q4						Jun 17- 21	Jul 10-12					
TEACHING LABS (PHYSICS)	L7/Q2							Jul 15- 19					
NEUROSCIENCE DEPARTMENT	L8/Q1&2						Jun 24 - 5	Jul 8-12 DRY	Jul 22-Jul 26 WET		Jul 15 -19 deficiencies		
TECH SERVICES	L6/Q3							Jul 29-2					
VIVARIUM	L6/Q1								Aug 5-6	Aug 5 - 30			
OUTREACH PROGRAM	L7/Q4										Sep 15 - 20		

Groups to be worked in as schedule evolves:

- Growth Chambers

- Campus Safety

- Caretaking
- Facilities support

- Food Services

- Security

NB: February 13, 2019

Legend:

Actual Dates

Office Moves

Crew 2, 3, 4

Crew 1

OTHER

Crew 1, 2

Crew 3, 4



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

### OFFICE AND Laboratory MOVING INFORMATION AND TIPS

#### **DO NOT DISCARD – KEEP FOR FUTURE REFERENCE**

This notification is intended to give you some preliminary insight into how the move is planned. A more detailed manual of specific requirements are included in **APPENDIX A**.

We have approximately 230 people who will be relocating into this new facility. We plan to relocate 20-25 people a week starting April 22, 2019. To the extent that it is feasible, we intend to move people in departmental groupings of offices and their respective labs of teaching or research.

In February 2019, a move schedule will be posted that details the move for every individual moving. You **MUST** be on campus on move day or delegate a department representative to monitor the move of your office or laboratory. If the contents of your office are packed, they will be moved to your new space as planned. There is minimal leniency for schedule moves so all hands-on deck is required.

The DPO and Science Facilities office are strongly encouraging faculty and staff to use this opportunity to purge items and documents that are no longer useful. Caretaking will empty the bins at your request.

Move equipment planning timelines:

- **6 weeks** prior to move: Faculty review new spaces with Science Facilities.
- **5 weeks** prior to move: Safety training program (<1 day).  
All individuals assisting in move must wear steel toed boots.  
Specification requirements for PPE will be established and distributed prior to establishment of move procedures and appropriate level of risk to be developed.
- **4 weeks** prior to move: Boxes and packing containers brought to offices and labs. (Specialty equipment, containers, and tubs for chemicals will be reviewed as a need basis with move coordinators) We will be going through office and lab layouts to confirm specific lab areas that equipment and supplies should be placed.
- **2 weeks** prior to move: Caretaking will clean incoming spaces.
- **1 weeks** prior to move: University supplied furnishings arrive and placed.
  - Faculty/Staff sign off on areas to be occupied.
  - DPO will confirm occupants will be prepared to move in the week ahead, by visiting labs.
  - IT will turn on data ports.

The Destination Project Office is hiring a series of summer staff to assist with the relocation and a specialty/heavy lift operator who will be contracted to shoulder the responsibility of getting the large or critical pieces of research equipment into the SAB. The Science Facilities and DPO are working on strategic timeframe to use this vendor to our benefit by clustering groups of equipment in 2-3 move periods. Therefore, some of the major equipment in research department may not be moving with your labs but will be clustered in a middle timeline with another department to ensure we can make the best use of the resources available.

The department move coordinators and their DPO and Science Facilities counterparts are included in this notice. Your department move coordinators are your primary contact if issues or concerns arise. **Individual requests about the move or further details MUST be triaged through your department move coordinator.**



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

To make your move as efficient as possible, please review **Appendix A** prior to starting any packing.

Contacts:

**Nicki Meurs**  
**Nicole Bach**

SAB Building Manager  
Move Labour Coordinator

n.meurs@uleth.ca  
nicole.bach@uleth.ca

**Biology Teaching:**

**Biology Research UHALL:**

**Biology Research Hepler:**

**Chemistry and Biochemistry Teaching and Research:**

**Neuroscience:**

**Physics Teaching:**

**Physics Research:**

**Psychology:**

Andy Hudson

Brent Selinger and Tony Russell

Igor Kovalchuk

Kris Fischer

Maurice Needham and Masami Tatsuno

Mark Tipper

Chad Povey

Jean-Baptiste Leca



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

### APPENDIX A

#### Packing Directions



- ☐ You are responsible for packing your own belongings; we will provide boxes, tape and dispensers, labels, felt markers and instructions of how to fill out the moving labels several weeks prior to your specified move date. If you want to start packing earlier, please let your department move coordinator know and boxes will be delivered to you.
- ☐ Use only the boxes provided. These boxes fit our equipment better than non-university boxes and will assist in a smooth transition. If you need additional boxes, they are available through your department move coordinator.
- ☐ Labels are provided and the best way to ensure that we can communicate details appropriately to the moving staff. Please use one sheet of labels per box. One label on two different sides. Please do not put labels on top of boxes, as boxes will be stacked when being relocated. **An example of the how the completed labels are to be filled out are at the end of this document along with the legend of the pictogram images.**
- ☐ Prior to the move, it is advisable that you take any personal effects home, especially if they are fragile. We will be moving many people in a short period of time. While every effort will be made to handle boxes carefully, we will not be responsible for damage to non-university property.
- ☐ All furnishings in your current office will be moved. Your new office will be equipped with the standard allotment of university furnishings which includes:

Faculty Office:	Staff Office:
1 30" x 72" Desk – ½ modesty panel	1 30" x 72" Desk – ½ modesty panel
1 30" x 48" Return – ½ modesty panel	1 30" x 48" Return – ½ modesty panel
1 3 Drawer Pedestal	1 3 Drawer Pedestal
1 8 hr. Task Chair	1 8 hr. Task Chair (Crew)
2 Guest Chairs	2 Guest Chairs
1 2 Drawer Lateral File	1 2 Drawer Lateral File
3 Full Size Bookcase	2 Full Size Bookcase
1 4' x 4' White Board or Bulletin Board	1 4' x 4' White Board or Bulletin Board
1 Waste Basket	1 Waste Basket
1 Recycling Basket	1 Recycling Basket
2 Door Mount Coat Hook	2 Door Mount Coat Hook

#### YOUR DESK

- ☐ Your desk will be moved to your new location. Please remove all contents from your current set up and place in a box provided. Mark it **"Desk Contents"**
- ☐ Clearly identify on label provided "TO: (new room number) FROM: (old room number) and p



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

### FILE CABINETS

- ☐ File cabinet: If your file cabinet is to be moved, it is necessary to remove the contents of the top drawers of any file cabinet as detailed.
  - ☐ Four drawer cabinet - remove items from top two drawers. Label appropriately.
  - ☐ Three drawer cabinet - remove items from top drawer. Label appropriately.
- ☐ Close file guards tight.
- ☐ Lock the cabinet, if you have a key.
- ☐ Tape key to the top of the unit.
- ☐ Clearly mark cabinet with tape: "TO: (new room number) FROM: (old room number) and put your name on it.

### STATIONARY CABINETS AND COLLATORS

- ☐ Pack contents into provided boxes.
- ☐ Label accordingly with label provided "TO: (new room number) FROM: (old room number) and put your name on it.

### BOOKCASES, SHELVES, BOOKS, PAPERS AND LOOSE FILES

- ☐ Place into provided boxes.
- ☐ Label boxes with label provided with "TO: (new room number) FROM: (old room number) and put your name on it.

### COMPUTERS

- ☐ The DPO will move your computer and its accessories, however we are asking that all pertinent cables and Accessories be disconnected and packed prior to the move. IT Department will provide assistance when problems arise but will not be relocating them to your new office. Please contact 2940.

### TELEPHONE

- ☐ Your telephone and your current number move with you, please pack and disconnect your phone to your new office on the day of your move. IT is working closely with Science Facilities and DPO to ensure that your telephone number will be transferred to your new office.

### UNPACKING

- ☐ As you unpack your boxes we ask that you flatten and put your boxes in the hallways so that we can recycle them to the next group of users.
- ☐ Deficiency lists will be produced as we move by Move coordinators. Concerns will be triaged to the appropriate people by the Destination Project Office.
- ☐ Bulletin boards and white boards will be installed as per required with the department move. Moving staff will come by and discuss the locations with you prior to this installation.





# SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

## LABORATORY CLOSEOUT GUIDELINES

### PURPOSE

This document provides information and guidance for conducting a laboratory closeout to ensure laboratory spaces and support areas are left in safe condition for re-occupancy or renovation.

The Laboratory Closeout Standard defines responsibilities of personnel when a laboratory space is to be vacated. The Laboratory Closeout Procedure Form outlines the step-by-step process for completing a lab closeout.

### GUIDELINE

Information for specific University requirements can be found in the following documents and procedure manuals:

- [Laboratory Chemical Safety Manual](#)
- [Radiation Safety and Procedures Manual](#)
- [Biosafety Code of Practice](#)
- [Laser Safety Manual](#)
- [X-ray Safety Manual](#)
- [Safe Transport of Hazardous Materials Procedure](#)
- [Equipment Release Procedure](#)

The following supplementary information is provided to assist with a successful laboratory closeout.

#### 1. Preparation:

All hazardous materials and equipment will need to be identified and accounted for. Identify all items that will be:

- Moved
- Disposed
- Surplussed
- Transferred to another user within the University
- Transferred to another user/location outside the University

**Note:** Ensure that additional materials and equipment acquired or created by the research group in alternate storage locations are included in the inventories (e.g. chemical storage rooms, shared freezers and cold rooms, common use labs, greenhouses, field storage locations, etc.)



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

### 2. Hazardous Materials

Hazardous materials inventories must be reconciled prior to move or transfer. All containers must be in good condition, sealed and have appropriate WHMIS labels applied and Chematix inventory barcodes applied.

Hazardous materials may be transferred to the new lab location (or another research group) within the University as follows:

- **Chemicals:** inventories of chemicals must be transferred to the new lab location (and storage units) using CHEMATIX. Chemicals to be disposed as waste must be identified in the Waste Disposal module of Chematix. Unwanted chemicals can be identified as "Surplus" or transferred to another user in Chematix.
- **Compressed Gas cylinders:** inventories must also be reconciled in CHEMATIX, including disposals and transfers to other users. Refer to the Lab Chemical Safety Manual for proper storage requirements. Materials Management must also be notified of any inventory changes for reconciliation of rental accounts.
- **Biological Materials:** (inventories must be transferred using BIOLOGOSTIX when available). Transfer of RG2 materials must have prior approval by the Biosafety Officer to ensure compliance with regulatory requirements. Refer to the Biosafety Code of Practice.
- **Radioactive Materials:** (inventories must be transferred using RADIOLOGISTIX when available). Transfer of radioactive materials must have prior approval by the Radiation Safety Officer to ensure compliance with regulatory requirements. Refer to the Radiation Safety and Procedures Manual.

For hazardous materials transfers/disposals that cannot be documented in Chematix:

- Create a "Hazardous Materials Transfer List" in an Excel spreadsheet or complete a "[Hazardous Waste Disposal Form](#)".
- Request review and advice from Safety Services
- Request approval from the appropriate Faculty Representative

### 3. Equipment

Equipment may be moved to a new lab location or transferred to other research groups within the University. Equipment may also be disposed or moved to a researcher's new lab at a different institution.

**If disposing of equipment, transferring equipment to another UofL researcher, or moving equipment to another institution, complete an "Equipment Declaration Form"** (available from Arts & Science Dean's office).



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

If the equipment contains or has been in contact with hazardous materials it **must be decontaminated** and an “[Equipment Release Form](#)” must be completed and submitted to [Safety Services](#) before the equipment is removed from the lab.

Some equipment may contain the following which must be identified prior to disposal/surplus:

- Asbestos Containing Material
- Mercury
- Lead
- Fuel/Oil/Lubricant
- Polychlorinated Biphenyls
- Others, such as sealed radioactive sources (e.g. Liquid Scintillation Counters, Gas Chromatograph Electron Capture Detectors)

### 3.1 Regulated Equipment

Safety Services will be working in close coordination with the DPO and Science Facilities to relocate and ensure the process is seamless. These include the following:

- Biosafety Cabinets
- Autoclaves
- Designated Radiation Equipment (e.g. Class 3B and Class 4 Lasers; X-Ray Equipment)
- Radiation Devices (e.g. Liquid Scintillation Counters, Electron Capture Detectors)
- Geiger Counters/Detectors used for radioactive material contamination surveys

### 3.2 Refrigerators and freezers

- Must be emptied and defrosted prior to decontamination.
- Refrigerators may only be moved if emptied.
- Specimen archival freezers may be moved to a new location within the University without being emptied only if:
  - a) all materials inside the freezer are immobilized in holding racks and cannot move during transport
  - b) the freezer will be locked for transport or secured with straps, and
  - c) the freezer is moved by move team and coordinated with planning.

### Shared Equipment

Equipment that is shared with other research groups and will remain in operation at the old location does not need to be decontaminated; however, the group leaving must transfer equipment to another research group that has agreed to assume responsibility (see section 3). This must be documented on the Lab Closeout Procedure Form.



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

# Moving Out of the Laboratory

### 4.1 General Packaging Requirements

Each box must be labelled with the supplied labels for the boxes:

- The department and rooms the box is coming from and going to.
- A brief but critical list of the contents.
- Note: Please use pictograms on labels to identify properties for contents inside the box. Sample Labels and WHMIS labels legends are provided at the end of document.
- For hazardous materials provide a list of the contents and quantities.
  - Must be properly labeled as per Workplace Hazardous Materials Information System (WHMIS)
- The initials of person who packed contents and count of box number of boxes that are meant to arrive from your area. This will assist us with ensuring boxes are not misplaced.
- Glassware - must be cleaned and appropriately packaged for transport. Bubble wrap will be provided to assist with minimal breakage.
- Primary containers of hazardous materials (e.g. cardboard shipping box) –
  - TDG hazard class labels must be applied if the boxes will be transported by vehicle.
  - Containers must be in good condition with caps that are tightly closed when being transported.
  - Damaged containers must not be transported.
- Hazardous materials must be packed in a leak-proof secondary container (e.g., plastic lined) before being placed in an outer primary container (i.e., cardboard box).
- The secondary container must be large enough to contain the volume of material being transported.
- Sufficient packaging material must be used to prevent breakage.

***Specific types of hazardous material shall be packaged and labeled as follows:***

#### 4.1.1 Chemicals

All hazardous chemicals will be packed and moved by Chemistry department representatives.



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### 4.1.2 Biological Materials

Biological materials should be transported in screw-capped plastic primary containers. If transferring biological materials in Petri plates or snap-capped tubes, the opening of the primary container must be completely sealed with parafilm to prevent leakage.

Biological materials in liquid cultures or tissue culture media should be moved by lab managers. DPO will provide packing materials for transport. If biological materials will be transported in glass primary containers, each primary container shall be appropriately packaged to prevent breakage.

Primary containers of biological material shall be sealed in a plastic bag or zip-lock secondary container prior to placement in the outer transport container (i.e., box, cooler, etc.).

### 4.2 Gas Cylinders

The move team will move these with your lab. Ensure gas cylinder regulators are removed and a safety cap is secured over the cylinder valve prior to transport of any compressed gas cylinders. Label all of your cylinders with move labels. All spare containers (empty) will be stored in Central Stores

### 4.3 Cryogen Dewars

Dewars may be moved with their contents provided the Dewar lid is appropriately secured. Destination Project area aware of the Dewars to be transported between buildings by vehicle. We are addressing these logistics with our move coordinators.

## 3 Cleaning Laboratory Spaces and Equipment

### General:

- Once all hazardous materials and laboratory equipment has been removed, clean all laboratory surfaces and fume hoods with detergent solution or decontamination solution as appropriate to the hazards used in that location.
- All cupboards, drawers and storage spaces within the laboratory must be emptied and cleaned.
- Leave all the cupboards and drawers open for inspection once they are cleaned. This will facilitate efficient inspection of the laboratory by Safety Services.
- **Contact Destination Project and [Safety Services](#) to arrange for final inspection.** Safety Services will not sign the laboratory closeout form if any equipment, hazardous waste or laboratory supplies are still located within the lab.



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

### 4 Moving Items to a New Laboratory Location

Hazardous materials within a building, may be transported by road and are subject to the Movement and Transportation of Hazardous Materials Standard and Procedures. At minimum, the following steps apply:

- Transportation carts with edges to ensure are necessary for preventing containers falling off the cart. Chemicals must be within an approved secondary container with the cart.
- Personnel transporting chemicals must carry a cell phone to call for help in the event of a spill or other incident. Working alone is not permitted.
- A designated pathway will be preset for the movement of chemicals and spill kits placed on the route if needed.
- Use elevators to transport chemicals. Do not use the stairs.
- Bulk Chemicals must be moved to Central Stores

If relocating to a different building, transportation arrangements have been made by our move team. No further contact is required. The DPO will ensure proper procedures are in place for the relocation.

### 5 Receiving Items in New Laboratory Locations

- Ensure someone is present at the new laboratory location to receive boxes of hazardous materials and equipment.
- Open boxes carefully and examine contents for breakage or damage. Spill kits should be on hand in the laboratory to handle any breakage or spills.
- When unpacking chemicals, store them according to compatibility groups in designated locations. Refer to UofL Laboratory Chemical Safety Manual for information on the storage of chemicals.
- When unpacking radioactive material, store the material in a secure location that is listed on the research group's Radionuclide Permit. Verify that all radioactive stocks that were inventoried prior to the move have been received at the new location. Contact the Radiation Safety Officer if any concerns arise.
- Once boxes of hazardous materials have been emptied, remove or deface any TDG hazard class stickers on the box prior to disposing of them.
- Ensure compressed gas cylinders are securely attached to the wall or bench with a proper strapping system.





## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

### 6 Commencing Work in New Laboratory Locations

Prior to commencing research at the new location, follow the steps below that apply to your research group:

- The PI must receive confirmation from the Biosafety Officer that testing of biological safety cabinets at the new location was completed.
- All fume hoods within the new laboratory must have a certification sticker indicating the average face velocity of the unit and the date the velocity test was conducted.
- The PI must ensure that internal permits for radioisotope or RG-2 materials, as well as other required postings for designated radiation equipment (x-ray, laser) are installed at the new location.
- If applicable, the PI must update emergency procedures (assembly points, location of fire extinguishers, etc.) and reorient lab staff for the new location.
- Contact [Safety Services](#) to update the CHEMATIX profile for the lab.

#### RELATED DOCUMENTS and Links

[Safe Transportation of Hazardous Materials Procedure](#)

[Equipment Release Procedure](#)

[Financial Services Procedures](#)

[Materials Management procedures](#)

[Hazardous Waste Disposal Procedure](#)

[Laboratory Closeout Standard](#)

[Laboratory Closeout Procedure](#)

[Chemical Safety – WHMIS Requirements](#)

# Labels for Moving Boxes

- Two labels per box, one on a different side of box.

DEPT: \_\_\_\_\_

RM# FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Contents: \_\_\_\_\_

PACKED BY: \_\_\_\_\_ Box # \_\_\_\_ of \_\_\_\_



DEPT: \_\_\_\_\_

RM # FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Contents: \_\_\_\_\_

PACKED BY: \_\_\_\_\_ Box # \_\_\_\_ of \_\_\_\_



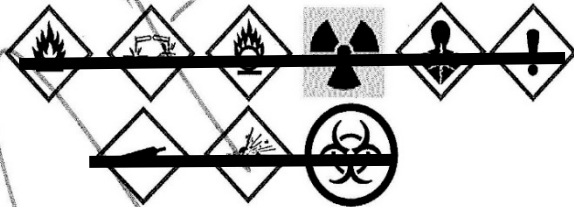
SCIENCE & ACADEMIC BUILDING  
DESTINATION PROJECT OFFICE

DEPT: BIOLOGY

RM# FROM: HH103 TO: SA 9252

Contents: Pipettes, scales, beakers

PACKED BY: NB Box # 1 of 2

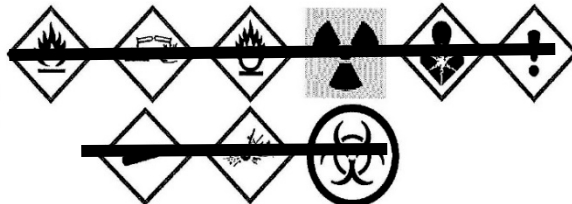


DEPT: BIOLOGY













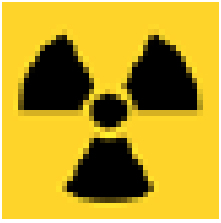
RM # FROM: HH 103 TO: SA 9252

Contents: Pipettes, scales, beakers

PACKED BY: NB Box # 1 of 2



## SCIENCE & ACADEMIC BUILDING DESTINATION PROJECT OFFICE

	Fire hazard		Explosive or reactive hazards		Heavy box, use cart or two people to lift.
	Oxidizing Hazard		Death or toxicity with short exposure		Fragile contents
	Gas cylinders		Health hazard, may cause or suspected to cause serious health effects		Needs to be cold
	Corrosive to metal and skin		Less serious health effects		
	Biohazard		Radiation hazard		