



Office of the Dean  
College of Natural Sciences and Mathematics  
(657) 278-2638 / Fax (657) 278-5390

### Moving/Vacating Laboratory Space

Complete and return to the Dean's Office.

\_\_\_\_\_  
Name Department Ext.

Vacated Space(s) \_\_\_\_\_

Please review the following areas and note the condition and actions (where necessary). If any items are left in the room, contact the person responsible, and have them remove the object(s).

| Area                       | Cleared * |
|----------------------------|-----------|
| Floors                     | Yes / No  |
| Drawers<br>(check inside)  | Yes / No  |
| Cabinets<br>(check inside) | Yes / No  |
| Fume Hoods and<br>Cabinets | Yes / No  |
| Sinks                      | Yes / No  |
| Other                      | Yes / No  |

| Items left in room<br>(if applicable) | Person<br>Responsible | Final Destination |
|---------------------------------------|-----------------------|-------------------|
|                                       |                       |                   |
|                                       |                       |                   |
|                                       |                       |                   |
|                                       |                       |                   |
|                                       |                       |                   |
|                                       |                       |                   |

- \* Including regular trash and items listed below (regardless of who they belong to):
- equipment
  - bottles, tubes, or any containers
  - chemicals
  - waste containers, especially for biological, chemical or radioactive waste
  - any "unknowns"
  - old experiments
  - books, journals (recycle at the library if possible)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Person Vacating the Space(s)*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Department Chair*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Environmental Health and Instructional Safety*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Procedures for Moving or Vacating a Laboratory

Use the following information to help assist in moving to another lab or when leaving the university.

1. Contact EH&IS for guidance. Notification should be at least 3 months in advance; however, special circumstances can be accommodated.
2. Identify and isolate the chemicals that will be discarded or transferred to the next PI.
3. For potentially explosive materials, use the guideline for [Peroxide Forming Chemicals](#) or the [UC Berkeley Guideline for Explosive or Potentially Explosive Chemicals](#) for handling these materials.
4. Follow the minimum safety procedures when moving chemical substances to other labs on campus:
  - a. Only University employees who have received all required personal protective equipment and training (including hazard communication, labeling and any specialized training based on the type of hazardous material being moved) may move hazardous materials from one lab to another location Academic Lab Safety training fulfills the training requirement.
  - b. Wear personal protective equipment appropriate for the materials being handled (safety glasses or goggles, lab coat, gloves, closed-toed shoes);
  - c. Insure containers are in good condition, properly labeled, without external surface contamination and unlikely to leak during transport. **Do not move unknown or leaking containers;**
  - d. Separate chemicals into compatibility groups and provide separate, labeled boxes for each group. At a minimum, segregate by caustics, acids, flammables (including organic acids), poisons, oxidizers and water reactive;
  - e. Use sturdy, partitioned boxes or pack chemical containers with adequate, compatible padding materials; to facilitate lifting, do not overload the box.
  - f. Use a sturdy cart to transport materials. Carts are available to borrow from EH&IS upon request.
5. Complete the ***Moving/Vacating Laboratory Space*** checklist. The checklist must be signed by the respective department head and sent to EH&IS at least 7 days before the lab is permanently vacated. Upon receipt, EH&IS will visit the lab and notify the department chair if anything further needs to be done.
6. Assure all empty glassware has been cleaned and rinsed at least three times prior to transfer to the stockroom or re-shelving.
7. Label empty containers "empty" and triple rinsed containers "rinsed" to assist EH&IS in segregating for disposal.
8. Remove all contaminated bench top covers/liners from work surfaces and place in appropriately identified bags as contaminated debris
9. Clean laboratory bench tops and fume hood surfaces with soapy water
10. Remove all chemical bottles and debris from fume hoods and place in an area for removal to the chemical stockroom or disposal
11. Leave all cabinet and drawer keys with the Department Chair.
12. Notify EH&IS if the room used perchloric acid in the fume hood

Questions? Call: Environmental Health and Instructional Safety  
Radiation Safety Officer

657-278-7233  
657-278-2507 or 7233