

Laboratory Relocation Guidelines

This policy has been developed as a guideline to help minimize hazards to University of South Alabama personnel and students and to maintain compliance with all regulations during lab relocations.

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- o Moving Policy: Don't wait till the last minute. Begin planning and identifying possible problems as soon as the relocation has been confirmed. Contact the Safety & Environmental Compliance Department (SEC) [6-7070] for help and information as soon as you know that you are moving. With sufficient notification, the SEC department can be available to help move chemicals between buildings. The University movers are not permitted to move any hazardous materials. The primary investigator and his/her staff are responsible for moves within the same building or complex.
 - o Moving Hours: Package and move hazardous materials only during normal working hours (Monday-Friday 8-4:30). Help should be available if there is a spill or an accident. Work in pairs and never transport hazardous materials by yourself.
 - o Personal Protective Equipment: All laboratory personnel must wear safety glasses/goggles; closed-toe shoes lab coats and appropriate gloves while handling chemicals. (*NOTE: There is an extra danger in sloshing and breakage during the move of hazardous materials.)
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Label the outside of each box with the following:

- Principle investigators name and contact phone number
 - The new laboratory number where the chemicals are to be taken
 - Hazard class of chemicals located in the box
 - Attached inventory list of each chemical placed in the box along with quantity and container size (i.e., Acetone 1 gallon).
- o Segregate chemicals into the following hazardous classes:
- Oxidizers
 - Flammable liquids
 - Inorganic acids
 - Organic acids
 - Inorganic bases
 - Flammable solids
 - Miscellaneous organic compounds
 - Miscellaneous inorganic compounds
- o Special packaging precautions must be exercised in transporting noxious smelling chemicals (i.e. Mercaptans, etc.). Containers with this type of material should be in sealed and double contained to prevent spreading odors throughout corridors and elevators during transportation. If the outside of a chemical container is contaminated with odoriferous residues, wiping down with bleach will often eliminate the problem.
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