

So You Are Going To Move

Moving out of a laboratory, either permanently or temporarily, can have its own risks. Johns Hopkins policy 809 (<http://www.hopkinsmedicine.org/bin/y/n/HSE809.pdf>) requires the principal investigator/lab director to be responsible for the appropriate disposal of all unwanted materials and for insuring that rooms are clean and properly decontaminated for the next occupants or for persons doing renovations.

- Cancel (or reschedule) all standing orders such as media, glassware, animals, chemicals, and gas cylinders.
- Update and/or notify oversight committees of your new address or departure from JHU. This would include the IRB, IACUC, IBC, Radiation Safety, etc.
- Empty and clean/decontaminate all equipment before packing and/or moving.
- Properly dispose of materials you no longer use or need. For advice on removing surplus equipment, contact your department administrator
- Clean all potentially contaminated surfaces thoroughly. This includes chemical fume hoods (work surfaces as well as the storage area under the hood), biosafety cabinets, bench tops, shelves, refrigerators, centrifuges, balances, and other instruments. Dried/spilled chemicals are still hazardous and may even be explosive.
- Remove regulators from all compressed gas cylinders and replace the safety caps. Arrange for the pick-up of empty cylinders.
- Contact your departmental administrator if you have questions about moving. Contact Health, Safety, and Environment for advice about specific safety concerns.

BIOLOGICAL SAFETY

- All biohazardous materials (microbial agents, toxins, infected animals, human specimens, etc) must be properly packaged, contained, and moved by trained laboratory staff. A DOT licensed hazardous materials carrier, must be used if these materials are to be transported over public thoroughfares.
- Biohazardous waste should be autoclaved, if indicated, placed into red bag-lined biohazard boxes (or red bags as appropriate) and moved to the designated areas for pick-up. Wastes containing microbial cultures are to be autoclaved or chemically decontaminated prior to disposal in biohazard boxes. Materials must be packaged to prevent leakage.
- Any biological safety cabinets that are to be re-located must be decontaminated before moving and certified before use at the new location. Call 955-5918 to notify the Biosafety Office at least two weeks before your move to make arrangements for the decontamination and certification services. A professional mover is recommended for local moves.
- If moving within JHU, check with the Biosafety Office to ensure your new lab space is compatible with the biosafety containment requirements of your research efforts.
- Notify the Biosafety Office (955-5918) to update or terminate any research registrations you may have on file including recombinant DNA, pathogen/infectious agents, biological toxins, or human tissues.

CHEMICAL SAFETY

- Laboratory personnel are responsible for proper packaging of all chemicals (unless an outside specialty contractor is hired for this purpose). Incompatible chemicals must not be placed together. Boxes must be securely taped, particularly the bottom. Do not overload the boxes and label properly.
- Consider special requirements for certain chemicals (refrigeration, desiccated storage, etc).
- Highly toxic materials, potential carcinogens, highly reactive chemicals, controlled drugs, and other restricted-access chemicals should be moved **ONLY** by trained laboratory staff (unless an outside specialty contractor is hired for this purpose).
- A DOT licensed hazardous materials carrier must be used if chemicals are to be transported on public roads.
- All chemicals and solutions must be removed from the vacated area. Consider giving excess chemicals to other laboratories who may need them. Call Health, Safety, and Environment at 955-5918 at East Baltimore or 516-8798 at Homewood for advice or to make arrangements for chemical pick-up.

RADIATION SAFETY

- All radioactive materials must be removed from your laboratory. For answers to general radiological questions and to arrange to have your laboratory cleared (not cleaned) by Radiation Control, call 955-3710 for East Baltimore and 516-7278 at Homewood to arrange for a termination survey. All radioactive isotope warning signs are to be removed by the investigator after the laboratory has been certified as free of contamination by Radiation Control.
- New locations for radioactive materials must be listed on the Authorization to Use Radioactive Material.
- Call 955-3710 at East Baltimore or 516-8798 at Homewood for radiological waste pick-up. Investigators must document any transfers or disposal of radioactive isotopes.
- Instruments, freezers, refrigerators, or other equipment used for radioactive materials must be emptied of these materials and decontaminated before being moved. Radioactive warning signs are to be removed **AFTER** testing to assure decontamination.
- Radioactive materials to be moved to the new laboratory must be labeled regarding contents, packed to insure containment in the event of spills or damage, and shielded appropriately. All radioactive materials must be packed and moved by trained laboratory staff and **NOT** the movers.

Laboratories located on Bayview's main campus **NOT** in the main hospital can call the East Baltimore number at 955-5918 for questions and to schedule lab clearances and waste pickups.