

## MOVING YOUR LABORATORY

Please use the following guidance when preparing to move your laboratory

### Before you Move

#### Chemicals

- Determine what chemicals you wish to move. Contact Waste Management, x5877, when you know the date and place to which you are moving. Waste Management will move your chemicals free of charge. See [http://www.lbl.gov/ehs/waste/wm\\_transport.shtml](http://www.lbl.gov/ehs/waste/wm_transport.shtml) for more details. Please allow at least two weeks for arrangements to be made for the movement of chemicals and other hazardous materials. Do not move chemicals yourself.
- Be sure to have appropriate chemical storage in the new location prior to the movement of chemicals.
- Determine if any other researcher in your area wants chemicals you no longer need. If so, transfer custody to them and update the [Chemical Management System](#).
- Do not move waste chemicals to the new lab.
- Use the Chemical Management System link to the electronic [Hazardous Waste Requisition](#) to request waste pickup for unused chemicals being disposed of. Allow at least two weeks for reviews and pickup.
- Do not use cardboard tote boxes to store any liquid chemicals.
- Keep all chemical waste to be sent to Waste Management separate from chemicals to be moved. Maintain all chemical compatibility considerations and keep SAAs in compliance.
- Update your chemical inventory in the [Chemical Management System](#).

#### Equipment

- Contact Industrial Hygiene for certification of biosafety hoods and cleaning of chemical fume hoods.

#### Radioactive Material

- Contact your Radiation Control Technician for movement of radioactive materials and equipment.
- Requisition radioactive waste. Maintain radioactive material areas until all radioactive waste is removed.

#### Biological Material

- Contact Bruce King, x2768, for instructions on movement of biological material and equipment.

### Material Handling

- Contact Facilities [Work Request Center](#) to schedule your move. Identify in the request if totes are needed and how many, or request a consultation. Also note whether there are any cabinets or files that need the seismic bracing removed.
- Contact telephone services to schedule the telephone move.
- Contact your computer systems administrator about moving and setup of computers.
- Use professional movers to move your boxes and equipment. Label all items to be moved. Identify your name, the new location, and where items will be placed. Verify that all items will fit in the new location.

### Loading Boxes and Totes:

- Don't overload boxes and totes.
- Stack loaded boxes/totes no more than 2-3 high.
- Keep egress areas clear.
- Don't block eye wash/safety showers or electrical panels with boxes or totes.
- Use hand carts to move boxes and totes if possible.

### Designate Areas for Salvage Items

- Keep collection areas neat and orderly
- Keep egress areas clear
- Don't block fire extinguishers
- Don't block eye wash/safety showers or electrical panels

## **During the Move**

### Personal Considerations

- Wear appropriate PPE.

### Material Handling

- If you lift boxes / items:
  - a. Plan your lift.
  - b. Plan your move path.
  - c. Lift with your knees/legs and **NOT YOUR BACK**.
  - d. **DO NOT TWIST** while lifting or holding your load.
  - e. Consider warm up stretches prior to lifting.
- DO NOT LIFT**, if you have a history of back pain,
- STOP** if you experience any pain or discomfort while handling materials; report pain or discomfort to your supervisor immediately.
- In all cases consider using professional moving personnel instead of lifting/moving items yourself.

### Supervisors

- Walk around – look for unsafe areas and risky practices.
- Watch for collection areas that are “expanding” into unsafe configurations.

## **After you Move**

### New laboratory/building

- Find out who your building manager/building emergency team is.
- Locate an existing emergency guide for information on nearest safety equipment.
- Locate the nearest emergency exit to your laboratory.
- Locate the nearest emergency eye wash/safety shower to your lab.
- Identify the locations of fire alarm call stations.
- Locate recycle/reuse bins

### Chemicals

- Store all chemicals in appropriate cabinets, in secondary containment with consideration to compatibility.
- Set up new SAAs. Notify your [Generator Assistant](#) and Safety Coordinator.
- Update the Chemical Inventory as appropriate

### Ergonomics

- Schedule ergonomic evaluations for new locations and configurations.

### Material Handling

- Store boxes and totes safely in your new work area until unloaded.
- Keep egress areas clear
- Don't block fire extinguishers, electrical panels or emergency eyewash/showers with empty boxes/totes.
- Use appropriate lifting techniques to unpack boxes and totes.
- Contact [Work Request Center](#) to remove empty boxes/totes.
- Schedule seismic bracing via the [Work Request Center](#).