

Lab Relocation Procedures – DLC, PMD and EHS Responsibilities

This document is intended to specify the parties responsible for the various component tasks that comprise safely moving a laboratory as part of a CRSP or Capital Project or the preparations for the start of construction in a space previously used as a lab. It is not a step-by-step guide, nor is it a comprehensive description of those tasks. This document is a reference standard and shall serve as the guide for all parties involved in moving a laboratory.

For a more detailed guide to the specifics of laboratory moves, please refer to the EHS document “*Moving a Laboratory: Preparation, Cleaning, Decontaminating and Decommissioning (SOP 0026)*”, which can be found at:

https://web.mit.edu/environment/pdf/sop/sop_0026.pdf.

Lab Responsibility (DLC funded)

- Pack all materials except those specifically listed as “Project Responsibility” below.
- Unpack all materials.
- Under the direction of EHS, wipe down all surfaces for basic decontamination, including fume hoods and bench tops. As determined by EHS, additional decontamination may be needed for very specific circumstances.
- Under the direction of EHS, decontaminate research apparatus/equipment (e.g., centrifuges, ovens, balances, etc).
- Costs related to disposal of old items.
- Costs related to long-term storage of items not being moved to the new lab.
- Proper disposal of old/unneeded chemicals (note: in order to encourage regular lab maintenance, it is current EHS policy to assume the costs of chemical disposal related to “normal lab activity”. Bulk disposal of chemicals is a departmental cost. This departmental expense can be minimized by strategic inventory management and consultation with EHS well in advance of the move).
- Remove and properly dispose of all computers and peripherals.
- Return all laboratory gas bottles to the vendors.
- Leave behind a laboratory clear of all chemicals, laboratory equipment, and personal items. This will be a prerequisite to EHS sign-off of the Notice of Laboratory Decommission (“green card”).
- Remove old space from and add new space to PI Space Registration database.

Project Responsibility (Project Funded)

- Provide lab with all materials required for packing.
- Hire professional movers to physically transfer packed crates from old to new lab.
- Hire an environmental moving company to pack, manifest, move, and unpack all regulated chemicals.
- Hire an environmental cleaning company to decontaminate facility-related equipment such as biosafety cabinets, sink traps (if needed or removed), HVAC ducts (if needed or removed), and asbestos, lead paint, PCBs, mercury, and perchlorates related to building materials and building systems. If EHS determines that a chemical fume hood requires

decontamination beyond that reasonably expected by a lab, project funds will also include this function.

- Where required, hire specialty movers to disconnect, move, reconnect, and recalibrate sensitive equipment.
- Hire a move coordinator, where warranted, to work with lab members to assist in lab logistics and planning.
- Pay costs related to relocation and new activation of preexisting MIT phones and network outlets.

EHS Responsibility

- Work with lab to ensure proper safety during basic decontamination
- Work with lab to identify and remove all unwanted chemicals for disposal.
- Work with Facilities to hire environmental moving and cleaning companies.
- Confirm adjustment to chemical inventory of area/building being vacated.
- Certify that fume hoods, biosafety cabinets and lab surfaces have been properly decontaminated by responsible parties.
- Clear lab if radioactive materials have been utilized.
- Sign-off on EHS Notice of Laboratory Decommission (“green card”) relieving previous occupant of responsibility for the lab contents and activities.
- Confirm proper documentation of new lab if being relocated.