



LABORATORY MOVE MANUAL

Lab Safety Move-In Guide

Due to the variety and amount of hazardous materials (biological, chemical, and radioactive) in our laboratories, moving into a new lab is a great opportunity to set up a safe work environment. This manual contains the preparatory steps each lab must complete to receive clearance for your new lab.

To schedule your pre-move walk-through or if you have questions about this guide, contact the Lab Safety Coordinator at 852-2830 or loyd.asher@louisville.edu

Laboratory Move In Procedures

Overview

All laboratories within University of Louisville are expected to maintain certain standards for the safety of laboratory personnel, the environment, and contractors or vendors. These safety regulations and expectations can be found in but not limited to:

UofL Chemical Hygiene Plan	http://louisville.edu/dehs/ohs/labchemsafe/chpp.html
University Waste Disposal Guide	http://louisville.edu/dehs/waste/Guide/toc.html
UofL Biosafety Manual	http://louisville.edu/dehs/biosafety/biosafety.html
UofL Radiation Safety Manual	http://louisville.edu/dehs/rad/manual/toc.html

Responsibilities

Department of Environmental Health and Safety (DEHS) will provide proper guidance on regulatory requirements for all laboratories. When it is known that there is a new PI, DEHS will meet with new Principal Investigators (PI) to introduce them to the safety policies and practices of UofL. DEHS is always available to answer questions.

Departments are responsible for ensuring that all Principal Investigators are aware of and follow safety requirements.

Principal Investigators are responsible for the safe operation of their laboratory including providing the proper training and personal protective equipment to laboratory personnel prior to working in the lab.

Laboratory Supervisors or Managers are responsible for implementing the safety practices of the laboratory and ensuring that all laboratory personnel are trained prior to working in the lab.

All lab workers are responsible for following all appropriate safety practices of the lab and for reporting unsafe practices to the Laboratory Supervisor or PI. All lab workers can contact DEHS at any time for questions or concerns. Lab workers must complete DEHS required training. See Appendix 1 for required training.

The following checklist will explain how to handle-

- Emergency Information and Emergency Equipment
- Signs and Postings
- Other Equipment
- Chemical Storage and Waste
- Biohazard/Infectious Waste
- Radiation
- Laboratory Audits
- Environmental Health and Safety Training Requirements

Laboratory Move Contacts:

Name	Phone #	Email Address
DEHS Office	852-6670	
Lab Safety Coordinator	852-2830	lloyd.asher@louisville.edu
Hazardous Waste Coordinator	852-2956	cathy.price@louisville.edu
Biosafety Specialist	852-2962	brandy.nelson@louisville.edu
Radiation Safety Office	852-1509	patrick.glisson@louisville.edu

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LABORATORY MOVE IN CHECKLIST

DATE & INITIAL WHEN COMPLETED	EMERGENCY INFORMATION AND EMERGENCY EQUIPMENT
	<p>1. Post Emergency Phone numbers near all phones.</p> <p style="text-align: center;">Call 911 for all Emergencies</p> <p>An easy way to do this is to print labels with these numbers on them for each phone.</p>
	<p>2. Have materials available to handle small spills which you feel comfortable cleaning up. Keep spill kits, absorbent material, ie, vermiculite, sand, appropriate disinfectant for biological material spills, and personal protective equipment on hand in the lab. If you have questions about preparing for spills contact the Lab Safety Coordinator (852-2830).</p>
	<p>3. Test the eyewashes located in your area when you move into the lab. Test the eyewashes once a week and document your test. Keep the area around the eyewash free from storage and other clutter.</p>
	<p>4. If a safety shower is located within the lab, check the inspection tag on the shower to ensure that it has been tested within the last month. Contact Physical Plant (852-6241) if the inspection is not current or if the sticker is missing. Keep the area around the emergency shower free from storage and other clutter.</p>
	<p>5. Go over the locations of all exits, eyewashes, safety showers, fire pull stations, emergency shut-offs, and spill supplies with all lab staff. Document this training, keep a record on file, and send a copy of the documentation to DEHS. See Appendix 2 for Emergency Equipment Training Documentation Form.</p>
	SIGNS and POSTINGS
	<p>6. If applicable, post the Biosafety Level Door Sign http://louisville.edu/dehs/biosafety/biosafety.html . Contact the Biosafety Assistant (852-2962) if you don't have a sign.</p>
	<p>7. Label household grade refrigerators and microwaves "No Food or Drink Allowed" and "No Flammable Materials". These stickers are available from the Lab Safety Coordinator (852-2830).</p>
	<p>8. Ensure that ice machines have "For Laboratory Use Only" posted.</p>
	<p>9. Post laboratory emergency contacts on the door in case of an after hour emergency.</p>
	<p>10. Ensure that Radiation Safety Office (RSO) has posted the room for Radioactive Material (RAM) use before moving your RAM into the area.</p>

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EQUIPMENT	
	11. Check that the fume hoods and their alarms are working properly. Contact Physical Plant (852-6241) if you're unsure your fume hood is working properly.
	12. Check that the biosafety cabinets are working properly and that they have been certified within the past year. If you moved a biosafety cabinet into your new laboratory, it must be recertified prior to use. Contact Biological Safety Assistant (852-2962) regarding your biosafety cabinet certification.
	13. Check that the internal gas connections in your incubators are intact.
	14. Ensure that freezers and refrigerators in common equipment areas have an emergency contact list posted.
	15. If floor model centrifuges were moved, arrange with the manufacturer or service contract provider to have them re-leveled and re-installed.
CHEMICAL STORAGE and WASTE	
	16. Maintain a written chemical inventory of all chemicals in your laboratory. You can use the Chemical Inventory Template - http://louisville.edu/dehs/ohs/labchemsafe/inventory.html available on the DEHS website.
	<p>17. Properly segregate liquid and solid chemicals into hazard classes. Fisher, Baker, and other chemical manufacturers use color code systems for segregating chemicals. (Keep in mind that not all manufacturers use the same color code). This may help you to separate them according to hazard class.</p> <ul style="list-style-type: none"> Flammables and Combustibles (Red) Corrosive Acids (White A) Corrosive Bases (White B) Flammable Solids (Red) Oxidizers (Yellow OX) Poisons / Toxins (Blue T) Cyanides (Blue C) Peroxide Formers (Yellow PF) Water Reactives (Yellow WR) Organic Peroxides (Yellow OP) <p>Contact Lab Safety Coordinator (852-2830) for questions about storage.</p>
	18. Properly store all flammable liquids in flammable storage cabinets.
	19. Properly secure all compressed gas cylinders. Contact Physical Plant (852-6241) to request straps or chains installed to secure the cylinders.
	20. Waste chemicals are collected by DEHS. Requests for hazardous chemical waste pickup - http://louisville.edu/dehs/waste/disposal.html can be placed through the DEHS website. Make sure you're managing Hazardous Waste in accordance with University Waste Disposal Guide - http://louisville.edu/dehs/waste/Guide/toc.html .

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BIOHAZARD / INFECTIOUS WASTE	
	21. Contact Custodial Services (HSC 852-7174 or Belknap Campus 852-8200) to request biohazard waste boxes and liners.
	22. Ensure that all sharps are disposed appropriately. Place contaminated sharps into a leak-proof, puncture-resistant, labeled sharps container. When the container is two-thirds full, close the lid, decontaminate the surface of the container with an appropriate disinfectant and place in biohazard bag-lined box for disposal. Sharps that are not contaminated, including broken glassware, must be placed in a labeled puncture-resistant container with a total weight of less than 20 pounds at time of disposal.
RADIATION	
	23. A Radiation Safety Office Entry Survey must be scheduled and complete prior to moving in to the new lab. Contact the Radiation Safety Office (RSO) (852-1509)
	24. Radioactive Authorization Form must be amended to reflect new lab location.
	25. Radiation Warning signs will be posted by RSO during Radiation Entry Survey..
	26. Radiation Survey (wipe test) locations are established between the Authorized User and the Radiation Safety Office.
LABORATORY AUDITS	
	27. DEHS periodically inspects laboratories for compliance with chemical, biological, and radioactive material regulations and UofL procedures for these hazards.
	28. Governmental agencies such as OSHA, EPA, NIH, and others, may conduct inspections for compliance. There is no advance notice of these inspections. Contact DEHS (852-6670) immediately if a regulator visits your lab.

Laboratory Move In Procedures

Appendix 1

Environmental Health and Safety Training Requirements for Research Laboratory Personnel

Requirement	When	Update	Trigger	Trainer
Building Emergency Plan Review	At the time of hire or first assignment to a building	Annually	All building occupants must be trained	Building Emergency Coordinator
Bloodborne Pathogens General Training	At the time of hire or first assignment	Annually	Potential exposure to human blood, body fluids, tissues, cell lines	Online Training
Bloodborne Pathogens - Unit Specific Exposure Control Plan	At time of hire or first assignment	Annually	Potential exposure to human blood, body fluids, tissues, cell lines	Supervisor or designee
Laboratory Safety and Hazardous Waste	At the time of hire or first assignment	Every 3 years	Laboratory use of hazardous chemicals	DEHS
Lab-Specific Chemical Hygiene Plan	At the time of hire or first assignment	New hazards or new procedures	Laboratory use of hazardous chemicals	Supervisor or designee
Laser Safety	At the time of hire or first assignment	As required to maintain competency	Working in the vicinity of lasers, and use or maintenance of Class IIIB or IV lasers	DEHS has classroom training or loans videotapes to supervisors
Radiation Safety	At the time of hire or first assignment	Annually	Working with radioactive materials	DEHS
Respiratory Protection	Prior to use of respirators (including N-95's)	Annually	Required use of respirators	DEHS
Voluntary Use of Respirators	Prior to voluntary use of respirators (including N-95's)	One time only	Voluntary use of respirators	OSHA information sheet
Shipping hazardous or infectious materials	At the time of hire or first assignment	Every 2 years	Shipping hazardous or infectious materials	Online Training

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Appendix 2

Emergency Equipment Training Documentation Form

Lab Worker	Lab Worker Signature	Training Date	Emergency Equipment Checklist
			<input type="checkbox"/> Exit routes <input type="checkbox"/> Fire pull stations <input type="checkbox"/> Emergency Gas Shut-Off Buttons <input type="checkbox"/> Emergency eyewash/shower locations <input type="checkbox"/> Spill cleanup supplies
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* Keep this original document on file and send a copy to DEHS.