

Laboratory Move Guidelines (Off-campus and Across Campus)

These guidelines are provided to assist you in the safe and efficient transfer of your chemicals, equipment and cylinders.

Researcher Responsibilities:		
Chemicals	Equipment	Cylinders
<ul style="list-style-type: none"> • Segregate unwanted materials. Submit a Waste Removal Request using the online system. Itemize the request with information for each chemical to avoid a disposal fee. • Revise your Chemical Inventory using the online chemical inventory system. • Properly box or package chemicals. • Do not transport chemical, biological, or radiological materials in a personal vehicle. Use an Iowa State University vehicle and consult the SDS for transportation information. • Do not leave chemicals behind unless approved by your department. • Contact EH&S regarding off-campus shipment of hazardous materials. 	<ul style="list-style-type: none"> • De-energize, disconnect, decontaminate, and secure equipment prior to moving. • Remove all materials from freezers, refrigerators, cabinets, and other equipment prior to moving. • Unwanted equipment may be left in place at the discretion of the department. • For disposal, submit a completed Laboratory Equipment Disposal form for each piece of equipment. All equipment must be cleaned/free of contamination. 	<ul style="list-style-type: none"> • Disconnect all lines and equipment and properly cap cylinders. • Return unwanted cylinders to Chemistry Stores. • Use an appropriate cart or an Iowa State University vehicle to transport cylinders across campus. Do not use a personal vehicle. • Do not transport cylinders in the trunk or passenger compartment of a vehicle. • Contact Central Stores for assistance with transporting cylinders on campus (515)-294-1804.

EH&S Responsibilities:	
Chemicals	Equipment
<ul style="list-style-type: none"> • Pick up all accumulated hazardous waste from satellite accumulation areas. • Review the inventory and provide guidance regarding segregation and packaging. • Provide regulatory guidance on hazardous shipments. 	<ul style="list-style-type: none"> • Review the Laboratory Equipment Disposal Form and inspect the equipment prior to disposal.

Other resources

- Chemistry Stores - (515) 294-0200
- Facilities Planning and Management (FP&M) – (515) 294-5100