

## Laboratory Move Guidelines (Off-campus and Across Campus)

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

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

### Other resources

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