

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