



Memorandum

Re: Laboratory Move-Out or Renovation

From: Environmental, Health and Safety Department (EH&S)
Harvard Longwood Campus

Dear Lab:

Moving or renovating can be a chore, especially if it involves hazards and requires the coordination of many players and the non-routine handling of equipment and supplies for which your livelihood depends. EH&S provides this guidance so that you can address all the EH&S issues systematically. This process also ensures that the space can be safely reoccupied or renovated.

Early assignment of a Move Coordinator (MC) (either the Principal Investigator or a designee in the lab) will provide efficient interface with your department's Research Operations Manager (ROM) at HMS and HSDM or your Lab Safety Coordinator (LSC) at HSPH, building manager, custodial services, contractors (waste, moving, remodeling, etc.) and EH&S who will be providing support to the lab.

A few documents are provided to assist you with your move. "[Guidelines on roles & responsibilities](#)" describes roles of those involved in lab moves. A [timeline](#) highlights time-sensitive steps to be taken. A [checklist](#) details what you need to consider, grouped by theme. We leave you space at the end to note the unique concerns of your lab. And a [sign-off sheet](#) will communicate to contractors and others that your lab is ready for subsequent work.

Early and clear communication will make the process of moving out relatively painless. Please speak with your ROM (HMS/HSDM) or LSC (HSPH) if you have questions about how moves are handled within your department.

This document and other Longwood Campus EH&S documents are located at www.uos.harvard.edu/ehs/longwood/toolkit.shtml.

Good luck, now and in the future.



Harvard Longwood Laboratory Move-Out and Renovation Guidelines

INTRODUCTION

There are four common reasons for vacating your current laboratory: renovating space within an existing lab; relocating from one lab space to another within the Harvard Longwood Campus; moving to space non-contiguous to the campus; or departing the University. These move-out guidelines are designed to establish a systematic approach for lab move-outs in order to minimize potential personnel exposures, regulatory violations, chemical spills, disposal costs associated with the discovery of unknown or high hazard chemicals, and undue delays in contractor activity.

A successful laboratory move-out requires cooperation and effective communication between Research Operations Managers (ROMs) at HMS and HSDM or Lab Safety Coordinators (LSCs) at HSPH, Facility Managers, Move Coordinators, laboratory personnel, EH&S representatives, and waste disposal vendors. The lab clean-out process requires lead time of at least one (1) month to effectively prepare, coordinate and accomplish the thorough clean out and removal of biological, radiological and hazardous chemical raw material and waste.

At the end of this lab clean out process there may still be remaining concerns related to asbestos containing materials, sink neutralization (“chip”) tanks, residual contamination in exhaust systems and ductwork, etc. EH&S will work with ROMs/LSCs and facility managers to identify and remediate the remaining potential hazards.

ROLES & RESPONSIBILITIES

Principal Investigators are principally responsible for safety and environmental health in the lab. They are responsible for: identifying hazards associated with work in the lab; proper registration/termination of research; commissioning and decommissioning laboratories; reinforcing safe practices; and ensuring that the lab follows pertinent regulations and prudent practices.

Move Coordinators, appointed by the lab Principal Investigators, may be lab personnel or members of the Faculty. The Move Coordinators are responsible for the following:

- Notifying the ROM/LSC and Department Administrator of the planned departure or move.
- Following the Lab Move-Out [Timeline](#) and [Checklist](#) (provided in Attachments MO-1 and MO-2) to ensure that the lab is emptied by the end of the move-out.
- Arranging with EH&S any appropriate support throughout the course of the move.
- Following any additional guidance or direction as determined by ROMs/LSCs, and/or EH&S.

ROMs at HMS/HSDM or LSCs at HSPH, working with Department Administrators, are departments’ primary contacts regarding impending construction, renovation and other related physical plant and laboratory personnel changes. ROMs/LSCs are responsible for the following:

- Providing these Move-Out Guidelines to Move Coordinators.
- Reviewing the completeness of the move-out steps - obtain necessary signatures, or document any oral or email approval (by writing your initials on the signature line and the name of the approver), on the Lab Move-Out [Sign-off Sheet](#) provided in Attachment MO-3.
- Posting the completed Lab Move-Out Sign-off Sheet on the main lab entrance.
- Requesting EH&S support, as necessary.



Attachment MO-1

Harvard Longwood Laboratory Move-Out or Renovation Timeline

1 MONTH OR GREATER PRIOR TO MOVE	
Principal Investigator or designated Move Coordinator:	<ol style="list-style-type: none"> 1. Contact ROM (at HMS/HSDM) or LSC (at HSPH) and Department Administrator regarding pending move. 2. Where applicable, contact EH&S's Radiation Protection Office to schedule a termination survey (5-2060) or radiation_protection@harvard.edu.
ROM or LSC:	<ol style="list-style-type: none"> 1. Meet with Move Coordinator. 2. Give the Lab Move-Out Guidelines to Move Coordinator.
3-4 WEEKS PRIOR TO MOVE	
Move Coordinator:	Ensure that lab takes steps identified in the Lab Move-Out Checklist.
ROM or LSC:	Contact EH&S regarding pending move that may generate hazardous chemical wastes (2-1720 or ehs@hms.harvard.edu).
2 WEEKS PRIOR TO MOVE	
Move Coordinator:	<ol style="list-style-type: none"> 1. Continue to conduct lab clean out per checklist in order to thoroughly remove hazardous raw materials and wastes. 2. Perform any specialized lab-specific clean out activities as determined by ROM/LSC and/or EH&S.
THROUGHOUT THE MOVE	
<i>Waste:</i>	EH&S ensures that all waste chemicals that constitute a potential hazard are removed and disposed of in accordance with applicable local, state and federal regulations.
<i>Billing:</i>	The waste service vendor will submit an itemized invoice for laboratory clean outs directly to the department specifically for your lab area.
<i>Record Keeping:</i>	EH&S will retain possession of regulatory-mandated paperwork and maintain files for each clean-out, including Hazardous Waste Manifests /Land Disposal Restriction forms, Hazardous Waste Profiles, etc.
AFTER THE MOVE	
ROM or LSC:	<ol style="list-style-type: none"> 1. Ensure that lab sign-off sheet is signed and posted on the main entrance to lab affected by the move or renovation. (Retain a copy until renovation is complete.) 2. Confirm with building manager that utilities and facilities have been deactivated if appropriate. (Leave hoods on, if needed for renovation ventilation.) 3. Lock all entrances to lab, barring entrance until further notice. 4. Anticipate planned renovation of the now-vacant space, coordinating access to the lab with your project manager.



Attachment MO-2

Harvard Longwood Laboratory Move-Out or Renovation Checklist

Building: _____ Room #: _____

Principal Investigator: _____ Department: _____

Person completing this form: _____ Title: _____ Phone: _____

Item	Completed	Call	Notes
A. PLANNING			
1. Principal Investigator (PI) takes responsibility for his/her lab move-out process and, if desired, assigns a Lab Move Coordinator.	<input type="checkbox"/> Yes	-	
2. Move Coordinator facilitates moving activities with Research Operations Manager (ROM) at HMS/HSDM or Lab Safety Coordinator (LSC) at HSPH and Departmental Administrator.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
3. Review this checklist and associated timeline . Contact EH&S at ehs@hms.harvard.edu or by phone with any questions or comments.	<input type="checkbox"/> Yes	2-1720	
4. Remove all hazardous materials (chemical, biological and radioactive) from storage equipment, chemical fume hoods or biological safety cabinets (BSCs).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
5. Offer any appropriate materials for reuse by other laboratories by alerting other ROMS/LSCs about these available materials, or manage as wastes noted below.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
6. Identify working, but unwanted, equipment. Decontaminate and de-energize to the degree necessary. Email your ROM/LSC a list of such equipment. Include name of item, make, model, dimensions, past service contractor, any shortcomings, your name, telephone, email address, and location of the equipment. Your ROM/LSC will disseminate the list to fellow ROMs/LSCs.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
B. CHEMICALS, HAZARDOUS WASTE AND EQUIPMENT			
1. Contact EH&S three weeks before the moving date. Be sure to identify the research group (PI and department), building, and all room numbers involved in move/clean out.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
2. Request any supplies such as hazardous waste labels and containers at www.uos.harvard.edu/cgi-bin/ehs/ehs-bin/hw_services.pl or phone. Supplies will be delivered any Tuesday or Friday before the moving date.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
3. Label all chemical waste containers with the chemical name and chemical hazards (e.g. toxic, corrosive, flammable) on hazardous waste tags [online waste labeling tool available at www.uos.harvard.edu/ehs/environmental/hw_label_tool.shtml]. <u>Do not use abbreviations, trade names or chemical formulas.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
4. Collect all hazardous waste in satellite accumulation areas (SAAs) within each lab involved in the move/renovation. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). For assistance on assessing compatibility, see the links at the bottom of the online waste labeling tool . For further technical assistance, contact EH&S.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
5. Alert EH&S and clearly label Potentially Unstable Chemicals (see www.uos.harvard.edu/ehs/ih/PotentiallyUnstableCompounds.pdf) still in the room that have been stored under cabinets or in hoods with: "DANGER: POTENTIALLY UNSTABLE! MOVING THE(SE) CHEMICAL(S) COULD RESULT IN: EXPLOSION, SPONTANEOUS COMBUSTION, OR FIRE. EH&S is making arrangements for proper disposal of the chemical(s). Improper disposal can result in severe bodily harm. Call EH&S for more information."	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720



Harvard Longwood Laboratory Move-Out or Renovation Checklist (continued)

Item	Completed		Call	Notes
6. Over-pack leaking or otherwise compromised containers (e.g., dents, severe rust, and fracture lines) into another container (e.g., 1- or 5-gallon over-pack jugs). Label contents on outside of over-pack container.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
7. Decontaminate chemical fume hoods using disinfectants typically used in the lab and, if necessary, alert your building manager to arrange for decontamination or removal of associated exhaust ductwork (using a service contractor, as appropriate).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
8. Drain oil from vacuum pumps and similar oil- or chemical-filled equipment into containers prior to disposal of any such oil-containing equipment, and label using the online waste labeling tool , since oil is regulated as a hazardous waste in Massachusetts. If such pumps are moved intact to a new location, carefully transport the pumps to avoid oil spills.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
9. Request that EH&S pick up the generated hazardous waste (including mercury wastes) using online pickup request tool at www.uos.harvard.edu/cgi-bin/ehs/ehs-bin/hw_services.pl or phone.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720	
C. BIOLOGICAL MATERIALS, WASTE AND EQUIPMENT				
1. a. For moves to any Harvard location, submit a COMS amendment request letter. b. For moves out of Harvard, inactivate COMS registered research. In both cases, the PI must provide written notification to the EH&S Biosafety Officer and indicate the COMS research project #.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720	
2. Dispose all unwanted sharps , including but not limited to needles, syringes, blades, scalpels, glass Pasteur pipettes, used microscope slides and cover slips, and other <u>contaminated broken glass</u> . Search all surfaces (especially shelves, drawers, and electrical power strips over bench tops) for sharps. Place all these items in Sharps containers, and the Sharps containers in a burn box. Custodial Services will collect properly labeled and sealed burn boxes. Custodians will not collect: (1) individual sharps buckets found in laboratories or (2) damaged or wet burn boxes.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901: HMS; 2-5613: HSDM; 2-1152: HSPH	
3. Collect uncontaminated broken glassware in cardboard boxes. Manage unbroken glassware with this broken glassware or separately in Step E.3 . Boxes may be ordered through VWR or another vendor. As an alternative, sturdy corrugated boxes may be used when lined with a plastic bag. Seal filled boxes with tape, labeling them "Broken Glass," for pickup by Custodial Services.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901: HMS; 2-5613: HSDM; 2-1152: HSPH	
4. Identify biological materials and samples stored in refrigerators, freezers, cold rooms, warm rooms, incubators and other areas, as applicable. Follow protocols for autoclaving infectious or potentially infectious solid materials prior to placing waste into biological waste burn boxes. Note: <u>Non-infectious biological materials may be discarded directly into biohazard boxes for disposal.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
5. Remove and discard accordingly all absorbent pads (blue "Chux") taped to counter tops (if applicable). Decontaminate bench tops with appropriate chemical disinfectant or abrasive powder or both.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
6. Disinfect the content of aspirating flasks before pouring the content down the drain. Add a solution of 10 to 20% bleach, letting it stand for 20 to 30 minutes before discarding.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
7. Disinfect all equipment (e.g., shakers, refrigerators, freezers, cryostats, water baths, incubators, centrifuges) used to store or handle infectious or potentially infectious materials . Select an effective chemical disinfectant solution (e.g., 10% bleach solution which is a general disinfectant) that will deactivate the agent and not harm equipment. Call an EH&S Biosafety Officer if you have questions. Note: <u>Make sure to use appropriate personal protective equipment (i.e., gloves, goggles and lab coat) while disinfecting.</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720	



Harvard Longwood Laboratory Move-Out or Renovation Checklist (continued)

Item	Completed		Call	Notes
8. Decontaminate and clean Biological Safety Cabinets (BSCs) with appropriate chemical disinfectant. BSCs used for infectious materials should be completely decontaminated by a service contractor. Call the BSC certification vendor for service (see the annual certification sticker affixed on the front of the BSC).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
9. Disinfect incubators. Vented incubators used for infectious materials should be gas-decontaminated (for decontamination of spaces between exterior and interior walls of the incubator). Do not remove the Biohazard Warning sticker if such spaces cannot be decontaminated. Call in the service vendor if necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
10. Remove or deface all Biohazard Warning stickers on newly-decontaminated equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
11. Cover and seal with impervious material any contaminated part that cannot be disinfected. Use plastic wrap, parafilm, etc. Then, apply a biohazard label before moving it. Contact your moving company representative to discuss any special moving procedures. Contact an EH&S Biosafety Officer if you want further advice.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720	
12. Package and seal all biological waste before removal. Contact your custodial service provider for additional biohazard burn boxes and pickup.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901: HMS; 2-5613: HSDM; 2-1152: HSPH	
D. RADIOACTIVE MATERIALS, WASTE AND EQUIPMENT				
1. Ensure that the Permit Holder notifies the EH&S Department's Radiation Protection Office (RPO) at least 30 days before moving or renovating a lab that uses radioactive materials or terminating work with any radionuclides at radiation_protection@harvard.edu . The RPO will review the required actions with the Permit Holder and work with the lab to ensure compliant relocation or termination. The Permit Holder must ensure the proper transfer of materials, devices and records as well as the completion of appropriate bioassays and RPO-conducted lab termination surveys before the space is vacated. The RPO will make all arrangements for transfers of any radioactive materials (including samples) to any <u>off-campus location</u> .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	5-2060	
2. Arrange for RPO to collect and reuse or recycle lead bricks, pigs (small, egg-shaped receptacles that carry radioisotopes), shielding, aprons and stock containers.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
3. Remove and properly dispose of all stock solutions, radioactive samples, and radioactive waste from the lab. If radioactive materials transfer to another location, do so only as specifically directed by the RPO.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
4. Clean all equipment used to hold or shield radioactivity, and survey the equipment to confirm adequate decontamination. Identify, label and place in a secure area any contaminated items for further decontamination or for storage/transfer as directed by the RPO.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-	
5. Coordinate with RPO for conducting a radiation survey to release the area for renovation or remove from the lab's permit. This survey will look at the radioactive material inventory, radiation generating devices and radiation contamination levels. When the area is acceptable, the RPO will deface or remove all radioactive labels, signs, and postings .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	5-2060	
6. If the lab is leaving the University, notify the Radiation Protection Office to cancel all radiation badges (dosimeters) associated with your lab. Return any remaining dosimeters to the attention of RPO Dosimetry Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	5-2060	



Harvard Longwood Laboratory Move-Out or Renovation Checklist (continued)

Item	Completed	Call	Notes
E. OTHER WASTES			
1. Discard all unwanted, non-hazardous chemicals (e.g., distilled and deionized water, buffer and saline solutions) down the drain once all chemical/hazardous, biological and radioactive wastes identified above are managed, and you have reviewed the list of hazardous chemicals prohibited or limited from discharge into sinks at www.uos.harvard.edu/ehs/environmental/Sink_Disposal.pdf . If there is any question about whether a chemical is non-hazardous, contact your Lab Safety Coordinator, Research Operations Manager, or EH&S.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
2. Dispose of any DEA-controlled substances or drugs separately using an authorized vendor, specifying your DEA license number. Abandonment and inadequate documentation of disposal of a controlled substance are violations of the federal permit under which it was held. It <u>MAY</u> be possible to transfer ownership of a controlled substance to another DEA permit-holder. See DEA Researchers' Guide at www.uos.harvard.edu/ehs/ih/controlled_substances.shtml	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
3. Collect uncontaminated or rinsed whole or unbroken glassware in cardboard boxes. Seal filled boxes with tape, labeling them "Unbroken Glass (Recyclable)". These boxes will be picked up by Custodial Services for recycling. Alternatively, manage these wastes together with broken glassware in Step C.3 .	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901: HMS; 2-5613: HSDM; 2-1152: HSPH
F. OTHER EQUIPMENT AND AREAS			
1. Return to vendors any reusable gas cylinders and lecture bottles that are no longer needed. Alternatively, contact Airgas (Susan McNeil is the HLC account representative), which can collect their and other vendors' cylinders and lecture bottles, or contact EH&S to arrange for disposal of single-use lecture bottles.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	800-890-4600 x3041 (AirGas) or your vendor
2. Clean out cold/warm rooms and chemical/flammables storage areas.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
3. Clean out dark rooms and photoprocessing or "X-omat" equipment by coordinating with service vendor to drain and move equipment. Notify EH&S that you have decommissioned photoprocessing or X-omat facilities.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
4. For moves off-campus, defrost, empty and decontaminate freezers and refrigerators (to ensure restricted items are not inadvertently moved).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
5. Decontaminate surfaces with an appropriate disinfectant once all hazardous materials are removed from storage equipment (e.g., cabinets) and work surfaces (e.g., shelves, countertops).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
6. Remove and deface all hazard stickers from equipment after decontamination (other than radiation hazard stickers, which are removed by the Radiation Protection Office).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
7. Email your ROM or LSC the locations of any lab processes (e.g., perchloric acid distillation, acrylamide powder weighing) that possibly generated lingering hazardous residues within out-of-reach places (e.g., chemical fume hood exhaust ducts, drain lines).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-
8. Move laboratory equipment, once emptied. Alert your school's custodial service provider to coordinate cleanout and removal of unwanted non-hazardous equipment (e.g., computer monitors/keyboards/mice, refrigerators).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901: HMS; 2-0950: HSDM; 2-1152: HSPH
9. Identify potential asbestos-containing materials (e.g. lab ovens, door gaskets) to be tested prior to disposal. Contact EH&S if you have any questions.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720
10. Bleed any stored energy from electrical equipment (e.g., containing capacitors) bound for the trash.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	-



Harvard Longwood Laboratory Move-Out or Renovation Checklist (continued)

Item	Completed		Call	Notes
11. Request and confirm that your building manager arranges for certified refrigeration personnel to bleed Freon from all refrigerators and freezers bound for the trash.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901 (HMS/ HSDM); 2-1152 (HSPH)	
G. CLOSEOUT				
1. Arrange for final occupational health exam if medical surveillance has been required for lab personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
2. For moves across or on public roads, properly package any hazardous material and use authorized shipper in accordance with US DOT and IATA regulations.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
3. Collapse uncontaminated, unwanted cardboard boxes for recycling. Alert Custodial Services when bundled cardboard is ready for removal.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1901: HMS; 617-884- 1777: HSDM; 2-1152: HSPH	
4. Gather uncontaminated, polystyrene packing boxes for future use by the U.S. Postal Service. Alert your ROM or LSC, or your School's mailroom, to coordinate their retrieval and collection.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-7909: HMS/ HSPH; 2-0950: HSDM	
5. Collect all extra EH&S supplies , e.g., hazardous waste labels/containers, biohazard bags/boxes, radiation tags/labeling tape, etc. Alert EH&S and leave these supplies in a conspicuous place for pickup.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	2-1720	
6. Ensure that lab is “broom clean” by checking behind each drawer, cabinet, furniture, under sinks, etc. (e.g., no pipette tips or other debris remaining).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
7. Conduct a final walkthrough to ensure that the lab is completely empty, with the exception of furniture such as filing cabinets and chairs.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
8. Remove all door placards when lab is vacated and all hazardous materials have been removed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
9. Keep the doors to the idle lab locked , ideally with changed locks, so others are prevented from abandoning their unwanted equipment and chemicals there.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
10. Post the Move-Out Signoff Sheet at the lab entrance once this checklist is completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	–	
H. ANY LAB-SPECIFIC STEPS IDENTIFIED BY PI, MOVE COORDINATOR OR ROM/LSC				
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		



Attachment MO-3

Harvard Longwood Laboratory Move-Out or Renovation Sign-off Sheet

Instructions to Research Operations Manager (ROM) or Lab Safety Coordinator (LSC): Ensure that approvals from all applicable parties are indicated on this form (by their signature or your initials if you receive oral or email approval from them), and post the signed form at the main entrance to this laboratory. No construction or renovation work may begin until this form is signed and posted.

ROOM INFO

Building: _____ Room #: _____ Use: _____

Principal Investigator: Name: _____ Tel: _____

Lab Move Coordinator: Name: _____ Tel: _____

ROM (HMS/HSDM) or LSC (HSPH): Name: _____ Tel: _____

If renovation, describe what work needs to be performed and what subset of equipment and surfaces need to be cleaned. Attach floor plan indicating extent of work: _____

Hazards: Radioactivity Infectious Chemical Physical/Sharps Electrical Pneumatic

Other/Special Concerns: _____

PRINCIPAL INVESTIGATOR

I have reviewed the Harvard Longwood Lab Move-Out Guidance, which assists me to identify my environmental health and safety responsibilities related to closing out or moving out of a lab at the Harvard Longwood Campus, and have authorized the Lab Move Coordinator to, on my behalf, implement the appropriate steps.

Signature: _____ Name: _____ Date: _____

LAB MOVE COORDINATOR

I have implemented all applicable steps identified on the Harvard Longwood Lab Move-Out Checklist.

Signature: _____ Name: _____ Date: _____

Applicable Not Applicable

HAZARDOUS WASTE TECHNICIAN

I have removed all hazardous chemical waste containers that have been properly labeled with a Hazardous Waste tag.

Signature: _____ Name: _____ Date: _____

Applicable Not Applicable

RADIATION PROTECTION OFFICE

Lab decommissioning/termination survey has been completed and license to use radioactive materials in this lab is terminated.

The area/equipment surveyed and cleared for renovation is marked on the floor plan attached to this form.

Signature: _____ Name: _____ Date: _____

BUILDING MANAGER

The utilities and facilities within the lab have been deactivated and closed out if appropriate (leaving hoods on if needed for ventilation).

Signature: _____ Name: _____ Date: _____

RESEARCH OPERATIONS MANAGER OR LAB SAFETY COORDINATOR

I have reviewed the thoroughness of the lab clean-out and confirm that the lab is ready for renovation work or re-occupancy.

Signature: _____ Name: _____ Date: _____