

## Laboratory Changing Location or Supervision

Laboratories should be “decommissioned” when they are moved, renovated, closed or the laboratory supervision changes. For laboratories changing location or supervision the decommissioning process consists of an evaluation of the chemicals in the laboratory in order to determine whether specific uses can be found for them within the next year. Chemicals unlikely to be used in that time should be disposed of. The purpose of this work is to maximize the value of the laboratory space available and to prevent the accumulation of chemicals of unknown quality.

Laboratory supervisors or department chairs should follow the procedure below to request the help of Environmental Safety (ES) staff with the decommissioning process.

- Fill out the information below and send it to Environmental Safety at 667 Spear Street at least 2 weeks prior to the laboratory moving date. This information can be faxed to ES at 656-5407.
- If there are 20 or fewer chemical containers to be discarded, tag each one with a completed UVM “Laboratory Waste” tag. If there are more than 20 chemical containers, contact ES staff at 656-5400 for special assistance.
- Unknown chemicals must be identified prior to moving. If you have unknowns, extra time must be allotted for ES staff to assist in identifying the chemical. Unknown chemicals can be dangerous and identification can be very expensive and time consuming, so please make every effort to maintain the integrity and accuracy of chemical labels and collect any information possible about the unknown chemical.
- The transportation of hazardous chemicals is subject to Department of Transportation (DOT) regulations and must be overseen by ES staff. Under no conditions may laboratory staff transport hazardous chemicals in personal vehicles.

If you have questions about this procedure, or would like to take the opportunity for a general consultation, call ES staff at 656-5400.

Department: \_\_\_\_\_

Building / Room of Laboratory Moving From: \_\_\_\_\_

Laboratory Supervisor: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Building / Room of Laboratory Moving To: \_\_\_\_\_

Laboratory Supervisor \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Have you decided which chemicals you want disposed of as waste? Yes No

Have these wastes been tagged? Yes No

Date that you prefer that your chemicals be moved? \_\_\_\_\_

Is refrigeration needed for the material being moved? Yes No

If yes, when will refrigerators be available to receive them? \_\_\_\_\_

Additional Information: