

Auburn University Chemical Moving Guidelines

for the TTC Phase II Project

Mission Statement for Risk Management & Safety

The mission of Risk Management and Safety is to protect people, the environment, property, financial, and other resources in support of Auburn University's teaching, research, outreach, and student services.

Initial Chemical Move Assessment:

The Initial Chemical Move Assessment is the primary move meeting with the department, *Risk Management & Safety*, *Campus Relocation Coordinator(s)*, *Project Manager* and *University Move Contractor(s)*, as appropriate to the specific project. It is the intent of this assessment to establish the cost, duration, and criteria of the move. Usually, there is a meeting to discuss criteria of the move, and a walk-thru of the evacuating and new spaces will follow.

Pre-Move Planning:

- Department appoints a designee to be the Departmental Move Contact. It is important that the designee(s) have authority to plan and make decisions regarding the move.
- Pre-move meeting is conducted with *Risk Management & Safety*, *Campus Relocation Coordinator(s)*, *Project Manager* and *University Move Contractor(s)* as appropriate to the project parameters.
- Department contacts the Department of Risk Management & Safety representatives responsible for the re-location of chemicals and other hazardous and non-hazardous materials.
- Department plans disposal or recycling of unwanted/unusable chemicals and related materials. Disposing of waste chemicals requires labeling and properly scheduling removal. **Plan early** to have RMS representatives provide you with proper consultation and/or materials to dispose of pre-move chemical, medical, pathological and/or universal wastes. **PI's will be responsible for entering their waste into CHEMATIX and submitting a request as soon as possible so RMS can track the containers removed from each space.**
- Department assigns occupants their spaces and provides lay-outs of new space. These lay-outs need to be posted on the door of the new space on moving day. If design assistance is not required, a simple, hand-sketched lay-out is all that is needed. It is important that the chemicals being moved have adequate storage once in the new space. If a space-layout is not provided, then the chemical move contractor may place chemicals in locations inhabitants deem unsuitable. Any additional moving of these items will result in additional charges.

- Department inventories all chemicals for transfer, acquisition, disposal, recycling and/or surplus.
- Department prioritizes the reasonable sequence of the move if necessary. Department identifies key personnel and chemicals that will require being moved first or last. Hand this priority list to the Chemical Move Contractor or RMS Representative when they arrive on moving day.
- Large containers of chemicals and “special case” materials may need additional consideration. It is imperative that these circumstances be addressed prior to moving day.
- All chemical containers to be moved must be
 - Clean – no visible stains or contaminated surfaces
 - Closed – secured, screw-cap containers (i.e., no stoppered glassware) that are spill-proof; compressed gas cylinders, with the exception of lecture cylinders, must have valve covers securely attached
 - Labeled – contents accurately identified with the name of the chemical spelled in English.

If there are special conditions that require additional move assistance, please request this in the initial move assessment. Moving requests made after the initial move assessment will result in additional cost, and will have to be approved by *Risk Management & Safety, Campus Relocation Coordinator(s), Project Manager and University Move Contractor(s)* and/or funding source, as appropriate.

Move:

- On chemical moving day, personal valuables such as purses, etc., will need to be stored or secured off of the move site.
- Resist lifting of boxes, drums or containers of chemicals. Ask Chemical Move Contractor to assist with moving or lifting. After all, it is Moving Day and all items should be staged for the movers.
- Departmental Move Contact will be the primary point of contact between the department, *Risk Management & Safety Representative, Campus Relocation Coordinator(s), University Move Contractor(s)* as applicable during the course of the move. One point of contact with the department will eliminate confusion and will properly channel questions.

Conditions of Evacuated Spaces:

- Unless previously agreed to as part of a project, the evacuated space must be entirely cleared of all of the former occupants’ existing chemicals and related materials. Any chemicals left in the evacuated spaces due to not adhering to these guidelines will be the responsibility of the department. Contact RMS for additional price quotes for subsequent re-work, re-moving or chemical waste disposal.

- Unless previously agreed to as part of a project, evacuated spaces must be left in “swept-clean” condition.

Unexpected Additional Costs

Time and labor on a move can easily be increased without realizing it, so it is important to have any move requests authorized through the Campus Relocation Coordinator, Project Manager, RMS Representative, or Budget Administrator. It is best for department members to have any and all questions/requests be channeled through their Departmental Move Contact.

The following are examples of cases where cost will increase:

1. Chemical Move Request that was unforeseen in the original scope.
 - a. **Example:** Chemicals, containers or gas cylinders are identified (“found”) late in the move process, not originally planned in the budget.
2. Move requests that come from various department members.
 - a. **Example:** Department members who are not authorized ask chemical movers to move items often unintentionally tie up the movers. These requests, though sometimes small in nature, can add up over the course of a move.
3. Department does not provide lay-out of space.
 - a. **Example:** It is the department’s responsibility to provide an approved lay-out of the spaces in their laboratory areas. When a lay-out is not provided, the chemicals will be set up based on best management practices and available space. Any additional moving will result in additional costs. Assistance can provide a simple, hand-drawn page of the location of their chemical storage. Lay-out scenario can be taped to the door of each room/space.
4. Poor preparation of a chemical move will increase the cost of a move.
 - a. **Example:** Unfinished packing and/or labeling delays the progress of a move.
 - b. **Example:** Department members do not participate or provide adequate input on the move. It is not mandatory that a department member be on location the day of the move as long as their items are properly packed and/or labeled, and placement of their items is agreed upon and documented by a lay-out on their door.

Sometimes additional chemical move requests are necessary and unavoidable, but with proper planning and attention to detail early on in the process, additional costs can be minimized or even avoided.