

Attachment 2 Checklist – Laboratory Move

Before the move

Make sure a coordinator and contact person for the move is appointed. The following checklist includes aspects that should facilitate the move as well as those that must be followed if applicable. It is up to the move coordinator to add further individual aspects to the list.

What	Notes	Date	Check
Appoint a coordinator for the move, sub-coordinator per room if necessary			<input type="checkbox"/>
Absorbent material (e.g. absorbent pads)			<input type="checkbox"/>
Adequate waste boxes			<input type="checkbox"/>
Application for applicable licenses			<input type="checkbox"/>
Book a planning meeting with the moving company (type of packing material, pick-up days, etc.)			<input type="checkbox"/>
Buckets and UN-labelled cans for chemical waste			<input type="checkbox"/>
Cancel services for the facilities, laboratory (e.g. fruit baskets, permanent deliveries with dry ice)			<input type="checkbox"/>
Contact the local facility management regarding higher waste volumes			<input type="checkbox"/>

Containers for papers with secrecy information		<input type="checkbox"/>
Duct tape		<input type="checkbox"/>
Extra pick-up of bulky waste (e.g. furniture, refrigerators/freezers)		<input type="checkbox"/>
Extra pick-up of chemical waste		<input type="checkbox"/>
Floorplan drawing including equipment and furniture of the previous and new areas should be printed and put up on the walls before and during moving		<input type="checkbox"/>
GMM applications need to be terminated, renewed or updated		<input type="checkbox"/>
If applicable, contact the assigned waste firm for waste pick-up		<input type="checkbox"/>
Labels (e.g. "fragile", "this side up", labels for moving boxes, decontaminated equipment and chemicals)		<input type="checkbox"/>
Material for handling spills of chemicals or biological material		<input type="checkbox"/>
Moving boxes		<input type="checkbox"/>
Ordinary waste containers for non-laboratory waste		<input type="checkbox"/>
Plastic bags		<input type="checkbox"/>
Risk assessments in KLARA need to be updated		<input type="checkbox"/>
Safety equipment and absorbent material		<input type="checkbox"/>

Make an inventory list including all material and rooms that belong to the research groups and indicate:

- what should be moved
- what should be disposed of
- which items/areas require decontamination (include suitable methods)
- what remains in the laboratory
- which items/research materials can be donated/sold to other groups and are marked with contact information

Inform the Property Management Unit and the local facility management about the move and include the inventory list. Follow local instructions if available.

Laboratory material:

What	Information	Check
Chemicals	<p>Is an UN number available in the SDS under section 14, the chemicals are indicated as dangerous goods; Handle reactive and/or unstable chemicals regarding the SDS;</p> <p>Thermometers containing mercury are sorted as hazardous waste;</p> <p>Update KLARA register, if relevant apply for new permits or dispensations for the new premises (this process can take up to three months)</p> <p>Clean with soap water;</p> <p>Suspected contamination requires additional decontamination;</p> <p>Contact KI's chemical coordinator if necessary</p>	<input type="checkbox"/>
Biological material	<p>New registers, permits, reports, license for new premises must be in order before the move (can take up to three months for GMM/biosafety level II);</p> <p>Common disinfectants for biological materials are for example 70% ethanol, 45% isopropanol + tensid (for example Ytdesinfektion) or 10% chlorine for door handles, furniture and equipment. Note that the disinfectant chemical must be proven effective against the biological material in question.</p> <p>Contact KI's biosafety coordinator if necessary.</p>	<input type="checkbox"/>
Empty gas bottles	Return to supplier.	<input type="checkbox"/>

Lab benches	Emptied and cleaned.	<input type="checkbox"/>
Narcotics or narcotic precursors	Check that the logbook is updated. Move the narcotics so that there is no risk for theft or losses. Make sure that it is not obvious what is transported. The person holding the ethical permit should move the narcotics and the logbook personally.	<input type="checkbox"/>
Radioactive material or equipment	Contact KI's radiation protection expert.	<input type="checkbox"/>
Sharp objects	Discarded as "Sharps/infectious waste".	<input type="checkbox"/>
Vacuum-pumps	Emptied of oil; oil handled as hazardous waste.	<input type="checkbox"/>

Non-Laboratory material:

What	Information	Check
Books		<input type="checkbox"/>
Stationaries		<input type="checkbox"/>
Folders		<input type="checkbox"/>
Furniture	Check if the furniture belongs to the building. If so, it must not be moved.	<input type="checkbox"/>
Cupboards	Check if the furniture belongs to the building. If so, it must not be moved.	<input type="checkbox"/>
Chairs	Check if the furniture belongs to the building. If so, it must not be moved.	<input type="checkbox"/>
Writing desks	Check if the furniture belongs to the building. If so, it must not be moved.	<input type="checkbox"/>

During the move

Note! Transport should be done according to KI instructions, see KI's staff portal.

What	Information	Date	Check
Alarms	Turn off alarms to freezers and other equipment.		<input type="checkbox"/>
	Turn on alarms to freezers and other equipment.		<input type="checkbox"/>
Biological material	Transport by assigned moving company; Inform the moving firm if special handling is required; Store according to the information on KI's staff portal.		<input type="checkbox"/>
Chemicals, biologicals, dangerous good	Transport by assigned moving company; Inform the moving firm if special handling is required; Store according to the information on KI's staff portal.		<input type="checkbox"/>
Correct labelling	Include content, warning labels (if applicable: relevant warning labels for chemical, biosafety level or radioactive material), address, owner, telephone number to contact person, if applicable "fragile" or "this side up".		<input type="checkbox"/>
Decontaminated equipment	Label with "KI Decontaminated equipment".		<input type="checkbox"/>
Freezers	Can be transported with biological materials inside within the same campus; Doors should be sealed to ensure they do not open during transportation; Requires filling with packing materials and sealing with tape; Ask the moving company for instructions; Must be decontaminated on the outside before transport.		<input type="checkbox"/>
Keys and lock-combination	Need to be available at the new facilities at the day of the move.		<input type="checkbox"/>
Liquid nitrogen	Transport by an assigned firm.		<input type="checkbox"/>

Refrigerators and incubators	Empty and decontaminate prior to the transport.	<input type="checkbox"/>
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After the move

What	Information	Date	Check
Appointment	Inspection of the laboratory areas with intendent, other representative of your department, a representative from the Property Management Unit and when required a representative of the property owner.		<input type="checkbox"/>
Certificate of resignation	Fill in one per laboratory including all necessary decontamination certificates attached; Post the declaration at each laboratory entrance.		<input type="checkbox"/>
Contamination, decontamination of premises	After all equipment has been moved and remaining waste has been disposed, the areas should be decontaminated; According to the information on KI's staff portal.		<input type="checkbox"/>
Facility (Laboratory corridors, equipment rooms, freezer rooms)	Emptied and cleaned.		<input type="checkbox"/>
Inspection- and action protocol	Required if additional decontamination is needed.		<input type="checkbox"/>
Office space	Emptied and cleaned.		<input type="checkbox"/>
Registers, permits, reports, license	Check that everything is updated (Chemical product database Klara; Permits for work with microorganisms and GMM; Licenses for work with ionization radiation; Permits for A- and B-chemicals, Dispensation for mercury).		<input type="checkbox"/>
Waste	Disposed of according to the information at KI's staff portal. Use the appropriate labels. Examples are available in the attachment 3.		<input type="checkbox"/>

Cleaning and decontamination of the laboratory

- Book an appointment with the assigned firm
- Communicate with all affected parties (intendant, staff etc.) when and how the move and decontamination will take place
- What needs to be decontaminated:
 - Equipment, ventilation, water trap
(includes also items that are to be discarded or left behind!)
 - Siphons or wastewater tubing that is presumed to be contaminated with amalgam or mercury
 - Ventilated workplaces: e. g. fume hoods and tables, perforated ventilated area, spot extractor, biological safety cabinet

Decontamination might have to be reported to Miljö- och bygglovsförvaltningen at Solna Stad, Stockholm or Huddinge municipality, at least six weeks prior to the start of decontamination (e. g. amalgam or mercury is presumed to be in the wastewater tubing)

You can find more information on KI's staff portal. There are webpages for:

- Guidelines for laboratory moves and or terminations
- Laboratory waste
- Transport of biological specimens and chemical products
- Waste Management
- Laboratory Safety