

Directory

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CP&FM HELP DESK

476-2021

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Bill Cromwell	925 361-4913	AWT (Radioactive)
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Schedule Information

A Move Schedule has been developed to detail each move programmed for Genentech Hall. Schedule includes:

- A. Pre-Move Walkthrough with Moving Company project manager
- B. Recommended Stop Work
- C. Packing
- D. Equipment Disconnect and Preparation
- E. Decontamination of Equipment
- F. Vendor Assistance (if applicable)
- G. Move Day
- H. Equipment Reconnect
- I. Post Move

A. PRE MOVE WALKTHROUGH

The moving company project manager will stop by for a brief meeting to fine tune your individual moving needs. The project manager will assess the following; packing materials, individual packing/unpacking needs, final labeling instructions, move day and post move man power requirements, review equipment needing special attention, confirm final schedule.

B. RECOMMENDED STOP WORK

Project recommends you stop work; start preparing for the move, 2-4 days prior to your scheduled move date for labs and 1-2 days for administrative areas.

C. PACKING

Packing materials will be provided 2 weeks prior to each lab move. See detailed "PACKING INSTRUCTIONS" provided in this package.

D. EQUIPMENT DISCONNECT AND PREPARATION

The project will provide a team of technicians to disconnect equipment (plumbing, electrical, exhaust, etc.) and reconnect same equipment in new building. Date for this activity is scheduled to assure disconnect and reconnect of equipment occurs.

Labs are responsible to prepare their equipment for the move if vendor assistance is not required. A date has been provided to assure department has sufficient time to prepare equipment for Move Day.

E. DECONTAMINATION OF EQUIPMENT

The project will coordinate with EH&S to decontaminate all Biological Safety Hoods and other specialized equipment programmed to move to Genentech Hall. This date will be scheduled in conjunction with equipment disconnect and preparation.

F. VENDOR ASSISTANCE

In some cases, Manufacturers may be required to prepare equipment for moving and recalibrate after the move. A Date has been provided to assure Manufacturers schedule time accordingly. The Relocation Budget has a small dollar amount to pay the vendors. If you need assistance from a vendor and you want Tom Hochmuth to coordinate with the vendor and issue the PO, it is the labs responsibility to contact Tom well ahead of your move.

G. MOVE DAY

Scheduled "Move Day" represents first day items are moved. The "MOVE DAY" dates are firm and will not change unless absolutely necessary. The move schedule has been logistically developed based on floor by floor sequence beginning on the 5th floor, destination of each Lab, elevator location and access to building. Move date changes effect logistic sequence and could cause disruption in move flow.

The PI (Principal Investigator) and lab group is responsible to stop all work early enough to get ready for the move.

H. EQUIPMENT RECONNECT

The project will provide a team of technicians to reconnect equipment (plumbing, electrical, exhaust, etc.) in new building. Departments are responsible to reconnect types of equipment such as Incubators, Computers, Phones, etc.

I. POST MOVE

Movers will be provided to assist departments with unpacking, light rearrangement of equipment, and removal of empty moving boxes.

MHS and Associates (MHSA) and Facilities Management has established the following move Plan for Genentech Hall. The procedure developed assists in move preparation for Wet Labs, Dry Labs, and Administrative offices. Handling of items allocated for the new building is provided in detail and includes specific tagging information.

Terminology

The following is standard terminology used by the moving companies and is referred to during the move process.

1. Origin = Current location of Laboratories and offices
2. Destination = New location in Genentech Hall.
3. O & I boxes = 1.5's -Office and Industrial standard size boxes, 12" D x 24"W- Also available are 3.0's
4. Dish Packs = Larger size boxes for glassware. Cardboard dividers are Provided to separate glassware.
5. Open Tops = Large cardboard box sits on 4 wheel dolly used for oversized items and sometimes equipment. Box is 36"D x 55"W
6. Machine Cart = a large 3-shelf cart used to transport small bench top equipment and computers.

7. Book carts = a 2 sided, 3 shelf cart used to transport binders, manuals and books.
8. Shrink Wrap = Large rolls of cellophane used to wrap/secure equipment on machine carts.
9. Dolly = 4 wheeled padded wooden device used to transport the majority of the equipment.

Move Preparation

EQUIPMENT PLANNING & FM

MHS and Associates (MHSA) have been working with Principal Investigators and Lab Managers to identify existing and new equipment programmed to move into Genentech Hall. Each large and special utility required item has been identified on Architectural Plans and will be placed by movers according to location. Equipment Inventories have been developed to assist laboratory personnel in tagging each item in preparation for the move.

LABORATORY AND OFFICE PURGING AND CLEANUP

The first step preparing for the move is to cleanup existing Laboratories and offices. Purging unused and old materials, hardware, equipment, files, books, and furniture is required. It is strongly recommended that all Laboratories begin extensive clean-ups now to assure only necessary items are being relocated to new building.

Recycling barrels will be arranged by the Recycling team and placed near Laboratories. Call Storage & Surplus to dispose unwanted equipment/furniture items at least (1) MONTH prior to move.

TAGGING

Color Coded move labels will be provided by the movers. Each neighborhood is assigned a certain color. Inventory reports (sorted **by Origin**) are the tool to use in tagging all items. REMEMBER TO LABEL ALL BOXES AND ITEMS WITH ARCHITECTURAL ROOM NUMBER. These room numbers are located on the architectural drawings provided and noted in your equipment inventory reports. If the item does not have a tag-moving label the movers will assume it does not move.

PACKING

Users are required to pack all personal items. The movers have been instructed to provide a full pack and unpack, but you may wish to do some of the packing/unpacking yourselves. During the pre move walkthrough, the moving company project manager will assess the amount of packing/unpacking and the lab will do and thus schedule the appropriate man power. The moving company will deliver boxes, packing materials, and color labels to each Laboratory and Administrative area approximately 2 weeks before the move day unless otherwise requested by PI or Lab Manager.

FREEZERS:

Minus-80, -20 and liquid nitrogen freezers will be moved by Pacific Science. The vehicles are equipped to provide power during transport. If, in the opinion of the lab users or mover, the deep freezers can not/should not be moved fully packed, the users will be responsible for packing contents to dry-ice chests. The Mover will provide the chests. User is responsible to provide dry-ice. The contact at Pacific Science is Steve Wines, 415 456-9916.

In order to maximize efficiency, maximize costs, your freezers may move a few days before your move or a few days after your move. Refer to the move schedule. In the unlikely event that your freezer fails at Genentech Hall, the project is supplying 2 -80's

and 1 -20 per floor. After the 5th floor moves in, the freezers will be moved to the 4th floor. After the 4th floor moves in, the freezers will be moved to the 3rd floor, etc. The freezers will be returned to Pacific Science after the move.

REFRIGERATORS

Refrigerators and Refrigerator/Freezer units must be packed by lab users into ice chests provided by the mover. Users are responsible to provide ice.

Please label "PACKED WITH CONTENTS", if a freezer or refrigerator is to be moved loaded. Foam and packing paper will be provided for user to stuff into full freezers and refrigerators. This process helps prevent items from shifting around inside equipment.

OFFICE EQUIPMENT AND FURNITURE

Furniture for all Administrative Support and Faculty Offices is new and will be installed prior to Move. If existing file cabinets and storage cabinets are allocated for the Laboratories note the following:

File Cabinets

Vertical (narrow) – These type of files do not require packing.

Lateral (wide) – All contents above the third bottom drawer must be packed into cartons. The additional weight that these cabinets hold can cause the metal frames in the cabinets to bend or twist if more than three drawers contain files. Files manufactured by HON must be completely emptied.

Fireproof Safes or Files

These do not require packing

Supply and/or Storage Cabinets

These cabinets must be completely packed into boxes.

Telephones

Your existing, "old" telephone will be reactivated in the new building. Therefore, Telephones and Answering Machines shall be tagged with Color Coded Move Label and left on top of desk. Movers will collect all phones and move over on Machine carts with computers. Each lab is required to plug in the phone and the A/C adapter. ENS will provide you with a phone number floor plan.

Computers, Monitors, and Printers

All sensitive computer and electronic equipment will be carefully wrapped and placed on special wood "machine carts". **DO NOT BOX THESE ITEMS.** All cords, cables, mouse, and keyboard will be disconnected by the departmental CSC contact, placed in large baggies, sealed and labeled with Color Coded Move Label. If cords and cables can not be disconnected, wrap them securely around the unit and tape them so they will not unravel. Place baggies on top of CPU. Tag Monitors and Computers. Please make sure your computer is **BACKED UP AND PREPARED FOR MOVING.**

Glassware

Lab users have the option to have movers pack and unpack existing glassware or pack your own. Glassware must be decontaminated and assured safe for movers to handle.

Appropriate dish packs with dividers and packing paper will be provided by Movers. Discuss your packing options with the moving company project manager during the Pre Move walk through.

Gas Cylinders and Liquid Nitrogen Dewers

Each lab is responsible for discontinuing service at Parnassus and continuing service at Genentech Hall. Call Material Management Distribution (476-5987) for stopping/starting gas cylinders

Laminar Flow Hoods & Biosafety Cabinets

Project will coordinate hoods to be decontaminated prior to move and re-certified after the move.

Incubators

Move and reconnection of incubators will be in two stages (If needed). Cultures stay behind in "back-up" incubators until incubators are up and running in the new building. Then the "back-ups" will be moved.

Users shall follow procedure below:

- 1) Users will transfer media to "back up" incubator/s prior to scheduled "Incubator Move"
- 2) Users will drain incubators and prepare them for the move.
- 3) In-house CO2 is provided in new building and user is responsible to connect lines from in-house CO2 to incubator. Users are required to verify if CO2 concentration and regulation is what's needed for Incubators.
- 4) Users will be responsible to re-fill water jacked incubators. EH&S recommends sterilizing the water a day before incubators are moved.

Priority Items

Freezers, Incubators, and other "sensitive" equipment (as specified by the lab users in prior arrangements with the Move Coordinators) will be moved first. Lab users should be on hand at origin and destination to insure that it all happens as you intend it to).

Vendor-Moved or Vendor Maintained Equipment

The Move Coordinator will work with lab users to identify, schedule, and coordinate the move of equipment to be handled by vendors.

The project has allotted a small dollar amount per lab to pay the vendors. It is the lab's responsibility to confirm with Tom Hochmuth what the lab will coordinate and what is the responsibility of the project.

Surplusing/Recycling/Disposing

Department Personnel are required to begin looking at their areas of responsibility to organize, purge supplies, discard old equipment. Call Storage and Surplus (502-3086) for old equipment/furniture pick up. If the item has a UC property number, you will need

to fill out an Equipment inventory Modification Request Form. From the UC web page, go to SHORT CUTS - ACCOUNTING Web Page - OLFS FORMS. Scroll down to Miscellaneous Forms - Equipment Inventory Modification Request Form and send it to Jim Reiter (502-3004 - Box 0812. Jim will send the completed form to Storage and Suplus. Note: If you are not sure of an Items disposition, it is suggested that the Occupant contact Storage directly so that the item may be placed into storage until final disposition of the item is determined. The Occupant will incur all storage fees.

Help Desk – 476-2021

The Help Desk is designed to quickly resolve problems related to your move. The Relocation Team, Phone and Data connectivity are the two main areas of concern. Examples how the Relocation Team can assist are; items left at Parnassus, needing additional packing materials, additional post move equipment/furniture adjustments, additional vendor assistance for equipment (balancing, recalibrations etc). Examples how ENS can assist are; you do not have dial tone, you can not connect to the internet etc.

Insurance

In the unlikely event of damage to your property while being relocated, the standard legal liability of the moving company is .60 cents per pound. The University provides coverage for University owned property that is in the care, custody and control of the University. This includes property that is damaged while being transported from one location to another by a moving company that is under contract with the University. The moving company's liability is primary and the University's coverage is secondary.

When a claim is filed for property damaged while being transported from one location to another, the moving companies .60 per pound would be exhausted first, then the University's Property Self-Insurance Program would pay for the remaining cost **without a deductible**. If coverage is not provided by the moving company, then the University's Property Self-Insurance Program will cover the loss **minus a \$1,000.00 deductible**. To ensure coverage for property valued over \$100,000.00 you must have prior approval from Campus Risk Management at least 15 days before the move date.

Please note that "damaged" property does not include scratches and dents. The damaged property would have to be inoperable to acquire coverage under the University's Property Self-Insurance Program. For a full description of the coverage and exclusions under this program please review Business and Finance Bulletin 28 at <http://www.ucop.edu/ucophome/policies/bfb/bus28a.html> .

Key Control Procedures:

The Mission Bay Campus will be in general, Electronically Access Controlled, but there will be a number of spaces within the buildings that will be secured with high security keyed locksets. Internal doors of Neighborhoods will have keys specific to the particular Neighborhoods. Keys are neither needed nor used at access controlled doors. The following procedures are presented to facilitate obtaining keys.

1. PI's, their agents or other authorized management will generate a list of persons under their supervision needing Neighborhood Keys at Mission Bay. Each key is individually serialized and signed for by the user. Keys will be available at the Lock Shop, two weeks prior to move. Keys not signed for prior to move date, will be available at Mission Bay Facilities Office on move date and a few days following your move. Requests for additional keys should be made through the Facilities Management Work Order System and can be processed through the Mission Bay Facilities Office.
2. The list of authorized key users should be provided to the Facilities Management Lock Shop at least three weeks prior to move. Phone 514-1642, Fax 502-3214, or Campus Mail Box 1309
3. Each Neighborhood PI, agent or authorized management should designate one Key Controller and one Alternate Key Controller. (Alternatively you may retain this responsibility at the PI or management level.) The Key Controller or Alternate has ultimate responsibility for the department's key control system. All requests for keys, key changes (re-keys) and lock upgrades should come from the designated Neighborhood Key Controller. This ensures that there is no duplication in requests and facilitates solid inventory control and record keeping at the neighborhood level. The Lockshop will not provide keys to anyone without the written permission of the PI's, agents, or other authorized management
4. Anyone no longer working in a Neighborhood must surrender his/her neighborhood keys to the Neighborhood Key Controller or Lockshop. If a separated employee fails to surrender the keys, inform him/her that they are in violation of the law, pursuant to California State Penal Code Section 469 which states:

"Any person who knowingly makes, duplicates, causes to be duplicated, or uses or attempts to make, duplicate, cause to be duplicated, used or has in his possession any key to a building or other area owned, operated, or controlled by the State of California...or any state agency...without authorization from the person in charge of such building or his designated representative, and with knowledge of the lack of such authorization is guilty of a misdemeanor."
5. The Neighborhood Key Controller must return surrendered keys to the UCSF Facilities Management Lock Shop so that records can be updated and keys can be restocked or reissued and signatures collected from subsequent users.
6. **Replacing Lost Keys:** When a key is lost, the person who lost the key must make a lost key report with UCPD. At the discretion of Facilities Management and/or the Neighborhood Key Controller, the locks affected by the lost key may be re-keyed to ensure ongoing security and the cost for this service charged to the department.

Introduction

This guide provides specific instructions to laboratory personnel to help prepare for the relocation to Mission Bay. The Office of Environmental Health and Safety (OEH&S) is responsible for ensuring that hazardous materials (chemicals, biologicals, controlled substances, and radioactive materials) and specialty equipment (e.g. biological safety cabinets or liquid scintillation counters) are packaged and transported to the Mission Bay campus in compliance with pertinent environmental health and safety and transportation regulations.

The Facilities Management Relocation Manager has specific responsibility for coordination and oversight of the movement of laboratory equipment, supplies, and materials, including hazardous materials to the Mission Bay campus. The regulations concerning the packaging and transport of hazardous materials over public roadways are detailed and complex. OEH&S requested that FM Relocation Manager recommend suitable contractors and vendors who would perform the required tasks in a compliant and safe manner.

Clean Harbors will package, load, and transport chemicals. Alternative Waste Technologies (AWT) will package radioactive materials and equipment and Technical Safety Services, Inc. (TSS) will perform the disinfection of biological safety cabinets. Pacific Bio-Material Management Inc. will pack and transport biological materials and freezers. In addition, these companies will provide decontamination services of identified pieces of laboratory equipment (e.g., LSCs, centrifuges, etc) and laboratory spaces as requested by the research laboratories. OEH&S has verified that these companies have current licenses, permits, registrations, etc. as specified by law, as well as appropriate insurance, contingency plans, and personnel training and certifications. See Section IX for contact information for these contractors.

In addition to packaging and transporting materials and equipment to Mission Bay, these contractors will ensure that the vacated laboratory space has been decontaminated and can be returned to unrestricted use. OEH&S will be available to answer technical questions regarding UCSF policies and procedures or regulatory matters.

Plans call for the designation of a Move Supervisor by each laboratory who can serve as a point of contact for FM Relocation Manager and the OEH&S Departmental Safety Advisor (DSA).

The Move Supervisor (MS) will coordinate all aspects of moving the hazardous materials for his or her laboratory. This coordination includes tasks before, during, and after the move as specified below. The MS must be a lab member who is knowledgeable on handling all hazardous materials in the lab and also must be on the Controlled Substance Use Authorization, if applicable. The MS must complete the attached equipment survey and return to the FM Relocation Manager by November 1, 2002. The DSA assigned will be available to answer technical questions regarding UCSF policies and procedures and regulatory issues.

NOTE: No hazardous waste will be moved to Mission Bay. All hazardous wastes must be disposed well before move day. PLAN AHEAD.

Section I: Radioactive Materials and Associated Equipment

AWT will perform a walkthrough and review the equipment, isotopes, and sealed sources.

Refer to Section V for Laboratory clearance procedure.

1. Equipment

(Note: Geiger counters and other survey meters do not require any special handling)

MS will provide to the FM Relocation Manager a list of equipment (a) associated with (a) use or storage of radioisotopes, e.g., a refrigerator, incubator and (b) containing radioactive sources, e.g., Liquid Scintillation Counter (LSC).

MS or a qualified designee must perform a preliminary survey (wipe test) of equipment in categories (a) and (b) for radioactive contamination. The results of the surveys will determine if the equipment complies with federal regulations for transportation of radioactive material and radioactively contaminated objects. Perform wipe tests on the interior and exterior surfaces of each piece of equipment of type (a) or (b). OEH&S has set the maximum permissible limit for beta *or* gamma contamination for an area of 10 cm² (1.6 inches² or 1.3 inches by 1.3 inches) to background cpm (counts per minute) + 55 cpm. If the results are above the limit, perform decontamination and recount. File all wipe test results in RUA logbooks. Refer to Appendix 1 for decontamination procedure.

Do not use the equipment after decontamination and attach the appropriate label. Refer to Section IV.

If decontamination *cannot* meet the limits, the equipment must be packaged, labeled, and, transported according to Department of Transportation regulation. MS must contact AWT for these services. Norcal will then move the contaminated equipment.

Refer to Section IV for instructions on equipment labeling. **Every** piece of equipment in categories a) and b) requires a label.

Instruments in categories (b) may require packaging, moving, and reinstallation at Mission Bay by manufacturers' representatives. The MS is encouraged to contact manufacturers well in advance and coordinate with neighboring laboratories with similar needs to minimize cost.

2. Source Vials and Inventory of Radioactive Materials and Stand-Alone Sealed Sources

Laboratory personnel are ***not*** authorized to transport radioactive material. AWT must survey, package and label radioactive material. Norcal will then move radioactive material.

The MS and AWT will inventory the laboratory's radioactive material. These materials may be in stock vials or similar containers, or in "working containers". MS and AWT must assess the integrity of all containers that are not the original manufacturers' packaging to minimize exposure and to reduce the potential for leakage. Minimize receipt of isotope before the move. Transfer unneeded isotopes to other PIs (following proper transfer procedures). Radioactive materials and sealed sources must be packaged by AWT.

Ensure that security for radioactive materials at Mission Bay is at least the same level as security at the Parnassus campus, i.e., materials must be stored in marked storage areas within laboratories with locking capacity. Isotopes should either be locked or under the control of a qualified user.

Section II: Biohazardous Materials and Associated Equipment

These instructions apply to laboratories moving biological or biohazardous materials. Those with BSL3 laboratories must call the Biosafety Officer at 476-2097 and/or DSA for specialized procedures.

Equipment

Examples of equipment which will require disinfection include incubators, freezers, refrigerators, etc. Thoroughly wipe down the outer surface with a fresh solution of 0.5% bleach and let the bleach sit for 15 minutes before wiping again with clear water. For stainless steel, use 70 % isopropanol or ethanol instead of bleach.

TSS must perform disinfection of biosafety cabinets. They are also available to decontaminate other equipment, if requested. They will be able to do this in or near the laboratory. TSS will perform a walk-through to schedule the disinfection procedure. Contact the FM Relocation Manager to remove bracing and disconnect plumbing. After a unit is disinfected, it may not be used again until it has been relocated. TSS will also recertify the biosafety cabinets after installation at Mission Bay.

Refer to Section IV for instructions on equipment labeling. All equipment associated with use of biological materials where there is potential for contamination must receive a label.

Biological Materials

Biohazardous materials are agents listed as Risk Group 2. Risk Group 1 agents are defined as non-hazardous biological material.

*Active Cultures

Laboratories must move their own active cultures (either RG1 or RG2) but the volume of liquid cultures must be reduced to the absolute minimum. Work will be disrupted; laboratory personnel will have to grow up new stocks after relocation.

The MS will ensure that his/her lab has sufficient and proper transport containers for biohazardous materials. These must be hard-sided Coleman®-type coolers that latch securely. The MS is also responsible for obtaining packaging necessary to keep the cultures at the correct temperature. The MS will confirm that active stocks are reduced to the smallest possible amount.

*Frozen biological or biohazardous materials

Any frozen material must be transported by one of three options:

Option A. Moving frozen biohazardous material within the freezer (“-80” or freezer section of a refrigerator) or in a liquid nitrogen (LN₂) Dewar flask as a shipping container.

Use Pacific Bio-material Management (PBM) for frozen materials transport. The MS needs to contact the FM Relocation Manager as soon as possible to arrange for a survey of the freezers and contents. PBM's transport permit requires that their personnel seal all frozen biohazardous materials in plastic bags and return them to the freezer, which serves as the shipping container. Their personnel will also add packing materials as needed to prevent contents shifting. Their permit limits the amount they can transport at one time so it is essential that this be planned well in advance. However, the freezers will be transported by a truck with both 110V and 220V AC power, so the freezers will be running during transport. PBM will install temperature probes in the freezers that will be connected to an alarm system during transport to alert them if a problem arises with a freezer. PBM also has emergency backup freezer capability, and will have additional LN₂ available to maintain the Dewar flasks. The truck's freezer capacity is 4 freezers running on 220V or 6 running on 110V.

Option B. Moving frozen biological (non-hazardous) material within a freezer
Laboratory personnel may package biological (nonhazardous) material themselves according to Appendix 2.

Option C. Moving frozen biohazardous or biological material by coolers
These must be hard-sided Coleman®-type coolers that latch securely. Refer to Appendix 2 for procedures for packing material for transport by this method.

Biohazardous materials must be transported within 2 – 3 hours. All stocks should be immediately transferred to a freezer at Mission Bay and remain there until the original freezer is in place and has returned to a stable temperature.

Do NOT transfer biohazardous materials in an incubator. The MS ensures that stocks are transferred from incubators into transport coolers as needed and prepares and attaches inventories and signage to the containers. He/she will ensure that the equipment is correctly disinfected, sealed, and secured shut with heavy-duty tape (duct or shipping), and labeled.

Section III: Chemicals and Controlled Substances

Equipment

Obtain floor plans of Mission Bay from the FM Relocation Manager.

Each MS must assess his/her laboratory's storage capacity for chemicals and determine where hazardous chemicals will be stored at Mission Bay.

Pay particular attention to flammable and corrosive liquids, highly toxic chemicals, and potentially explosive compounds. Upon arrival to Mission Bay, store these chemicals in UL-approved flammable and corrosive cabinets. OEH&S will not approve moving of non-

UL- approved cabinets.

Prepare any equipment potentially contaminated with chemicals for Norcal to move by the following procedure:

1. Drain as much as possible of the solution out of the equipment (vacuum pumps are exempt).
2. Plug outlets to prevent residual leakage.
3. Clean the surface of the equipment with soap and water

Norcal will move the equipment. Refer to Section IV for instructions on equipment labeling.

1. Materials

*Laboratory personnel are ***not*** authorized to transport any chemicals; Clean Harbors has been assigned this responsibility.

*However, laboratories with controlled substances must assign transport to a laboratory member on the Controlled Substance Authorization.

Each lab should reduce its chemical inventory to the smallest possible quantity. Identify and segregate each chemical for either disposal, moving or recycling. Purchase only quantities of chemicals that will be completely used between now and the projected move date.

*Do not move any mercury thermometers or manometers.

The chemical exchange program is on in the OEH&S website: www.ehs.ucsf.edu.

Use this site for supplies and equipment as well as chemicals.

The MS will verify that security for controlled substances storage is in place at the new laboratory in Mission Bay prior to moving controlled substances.

Section IV: Equipment Labeling

EVERY PIECE OF LABORATORY EQUIPMENT REQUIRES A LABEL!

1. Equipment known to free of contamination:

- The MS or designee completes and affixes the **green** label, certifying that equipment can be moved by Norcal.

2. Equipment that may be contaminated:

- The MS determines that the equipment may be contaminated with hazardous material (biological, radioactive, or chemical).
- Biological and Chemical:
 - Visual inspection is sufficient for equipment where only chemical or biological contamination is in question.
 - Clean with appropriate decontamination solution.
 - The MS (or designee) or contractor packages the equipment, and completes and affix the **blue** label, certifying that equipment can be moved by Norcal.
- Radioactive:
 - The MS (or designee) or AWT inspects the equipment and performs the appropriate surveys.
 - The results of the survey must not exceed 55 cpm over background of LSC for removable contamination. Survey interior and exterior of equipment.
 - The MS (or designee) or AWT performs the necessary decontamination. The MS (or designee) or AWT resurveys the equipment and the results do not exceed the established limits. The MS (or designee) or AWT packages the equipment, and completes and affix the **blue** label, certifying that equipment can be moved by Norcal.

3. Radioactively contaminated equipment

- This applies only to radioactively contaminated equipment as determined by survey described in Section 2.
- The MS (or designee) or AWT has determined that the equipment cannot be decontaminated.
- AWT packages and completes and affixes the **yellow** label, certifying that equipment can be moved by.

OK to Move

This equipment is **NOT** contaminated.

Certified by: _____

PI: _____

Date: _____

OK to Move

This equipment has been evaluated and decontaminated for :

___ biohazardous materials

___ hazardous chemicals

___ radioactive materials

Certified by: _____

PI: _____

Date: _____

OK to Move

This package conforms to the conditions and limitations specified in 49 CFR 173.421 for radioactive material.

Excepted package-limited quantity of material, N.O.S. UN2910

Certified by AWT: _____

PI: _____

Date: _____

Section V: Clearance of a Laboratory after Moving to Mission Bay

After a laboratory has been vacated but before it is occupied by another investigator or turned over for renovation or other use, it must be cleared of hazardous materials. The process of moving to Mission Bay will, by default, result in the removal of most of these materials. However, if chemical, biological, and especially radioactive materials have been used in a laboratory space, then specific close-out protocols are required. Some are OEH&S policy; some are required by outside regulators. Please designate a qualified member (i.e., someone knowledgeable concerning the laboratory's use of hazardous materials) to work with OEH&S and the FM Relocation Manager to accomplish this task.

This procedure is written as though the procedures for chemical, radioisotope, and biological materials are separate processes but in practice, most laboratories use more than one and many use all three. The DSA assigned can help to organize and streamline the process.

As previously described, certain moving procedures must be performed by authorized contractors. The same contractors may also, by prior arrangement, assist laboratory personnel in completing the clearance procedures.

1. Chemicals

Removal/Disposal of Chemicals

Instructions concerning moving chemicals are covered in detail in Section III. If there are chemicals left over after the move, the MS must make arrangements with the FM Relocation Manager for disposal which may incur an additional charge. Do NOT leave chemicals in vacated laboratories.

Clearance of Fume Hood

Fume hoods must be surveyed to assure they are free from chemical contamination that could harm UCSF research personnel or contractors. OEH&S will arrange with Clean Harbors (CH) to perform testing once the fume hood is no longer to be used. The laboratory staff is responsible for thoroughly cleaning all accessible hood surfaces with soap and water prior to the testing by CH. A CH Technician will post the hood, verifying that it has been checked and is ready for removal or renovation. **Once it has been posted, the fume hood cannot be used.**

NOTE: If perchloric acid has been used in the fume hood, special procedures must be followed. When notifying the FM Relocation Manager, make certain the use of perchloric acid is discussed, so that special survey procedures may be employed. If radioisotopes or toxins have been used in the fume hood, make certain that FM Relocation Manager is aware of this also.

Cleaning/Decontamination of the laboratory

The laboratory personnel must thoroughly clean all areas to ensure removal of chemical residues. All surfaces where hazardous chemicals have been used or stored should be washed with detergent and water.

2. Radioisotopes

Removal/Disposal of radioisotopes

For radioisotope disposal, contact FM Relocation Manager and the approved contractor [Alternative Waste Technologies (AWT)] will come on-site. Usable radioisotopes can be transferred to another investigator, following the standard OEH&S procedure.

Cleaning/Decontamination of Laboratory

Begin by thoroughly surveying the laboratory and performing wipe tests on surfaces likely to be radioactive and decontaminate where indicated. Include laboratory equipment not moved to Mission Bay. File copies of wipe test results in the RUA logbook.

If a piece of equipment cannot be decontaminated, either transfer it to another investigator, following standard University procedures for transfer of equipment or notify OEH&S for disposal as radioactive waste.

3. Biological Materials

Removal/Disposal of biological materials

Consult the Biosafety Officer if the lab used toxins or prions. If materials are not moved to Mission Bay, dispose of them or transfer them to another investigator following UCSF policy

If there is biohazardous waste, contact FM Relocation Manager and the approved contractor [Technical Safety Services (TSS)] will come on-site to remove and dispose the waste

Refer to Section II for clearance of biosafety cabinets

Cleaning/Decontamination of Laboratory

In addition to standard cleaning of all laboratory surfaces with detergent and water, decontaminate surfaces by wiping down with either 0.5% Sodium hypochlorite (household bleach) solution or with Wescodyne. Remember to decontaminate any furniture or equipment removed from the laboratory (e.g., to surplus).

For freezers and refrigerators not moved to Mission Bay, unplug and defrost any units which have been used for the storage of biological materials, collect the frost melt fluid and decontaminate it by bringing it to a final concentration of 0.5% Sodium hypochlorite (bleach). Allow the fluid to stand for 15 minutes after mixing; and pour it down the sink. Wipe the inner and outer surfaces of the freezer with 0.5% Sodium hypochlorite.

4. Removal of Signs and Labels

After removing all hazardous materials, the lab must remove or deface all hazardous posters, warning, tags, labels, etc.

5. Inspection and Certification

After the lab has removed or disposed of all hazardous materials, decontaminated the equipment and room, and removed the signs and labels, the DSA will conduct a final inspection including site visit and verification of records and issue a memo certifying the lab clear of hazardous materials and permitting the access of non-trained personnel.

Section VI: Spill Response

NOTE: Contracted hazardous materials movers are required by law to have spill response procedures.

Major Spill

(Requires assistance of emergency personnel, e.g., UCPD, SFFD, OEH&S)

- Alert others in immediate area to evacuate.
- Assist injured or contaminated persons.
- Remove from exposure
- Avoid unnecessary movement to confine contamination
- Call UC Police **9-911 from UC extensions or 476-6911 from outside phone** and report:
 - Exact location
 - Identity and quantity of spilled material
 - Other pertinent information
 - Your name and phone number
- Close doors and restrict access to affected area.
- Notify Floor Warden and Department Manager/Supervisor.
- Send person knowledgeable of incident and affected area to assist emergency personnel.
- Write Incident Report and mail copy to your DSA.

Minor Spill

(Affects only small area; lab staff can clean up without assistance by emergency personnel)

- Alert others in immediate area.
- Supervisor will direct cleanup.
- Obtain MSDS or other information from Safety Manual or OEH&S
- Wear protective equipment (safety goggles, gloves, long-sleeve lab coat)
- Avoid breathing vapors from spill.
- Confine spill to small area
- Absorb spill using appropriate kit
- Collect residue, place in container, label and dispose as waste

- Clean spill area with water and appropriate cleaning agent.
- Perform survey/monitoring as needed. In the case of volatile isotopes, a bioassay may be needed.
- Write Incident Report and mail copy to your DSA.

CONTRACTOR'S RESPONSE TO A HAZARDOUS MATERIAL SPILL

Contractor warrants that in the event of an accidental discharge of hazardous materials, including etiologic (infectious) materials, the contractor shall, with due diligence, take immediate steps to correct the conditions as required by all federal, state, and local laws and regulations, including but not limited to DOT Hazardous Materials Regulations, Title 49, Code of Federal Regulations and the California Highway Patrol regulations. Contractor shall immediately notify UCSF of all details regarding the accidental discharge by calling UCPD at **(415) 476-6911**. Contractor shall only permit appropriate personnel within its Company to make public statements, or issue news releases regarding the accidental discharge, and Contractor shall agree that on all such occasions, he/she shall consult with UCSF before making any public statements or issuing any press releases, which would identify UCSF by name.

Section VII: Frequently Asked Questions (FAQs)

Will it be necessary to dispose of all materials and purchase/obtain brand new materials at Mission Bay?

No, specialty vendors will be hired to move chemicals and radioactive materials.

Will I be able to move anything myself in a personal vehicle?

Yes, authorized persons will be able to move cultures and frozen biological materials (either hazardous or nonhazardous) and authorized users will be required to move controlled substances. Labs are not allowed to move chemicals or radioactive material. You may move your own survey meters.

What do you mean by “hazardous material”?

Biological- Risk groups 2 and 3 organisms, all radioactive material; will be identified by AWT and laboratory personnel during walkthroughs, all chemicals.

Does ‘hazardous material’ include research samples as well as reagents, chemicals, etc.

Yes

What provisions will be made for critical storage conditions?

A special contractor (PBM) will move freezers with a generator-equipped truck and provide backups.

Is there anything that absolutely cannot be moved?

No non- UL approved cabinets, no wastes and no bad or leaking containers will be moved; make arrangements for waste pick up well before moving day.

How would I know what equipment is contaminated?

See p. 4 for Radiation

How do I decontaminate equipment?

For radiation refer to Appendix 1

For biological hazard, refer to p5

For chemical contamination, refer to p. 7

What if my equipment cannot be completely decontaminated?

For radioactive equipment, see p.4

Can I make decisions on moving day as to disposition of hazardous materials, e.g. that a certain chemical can be thrown out or given away?

Yes, BUT there may be a charge for it and you will not be permitted to leave materials in your old laboratory.

Section VIII: Materials/Equipment Checklists

RADIOACTIVE MATERIALS/EQUIPMENT CHECKLIST

MATERIALS:

___ Perform physical inventory and decide whether to move, dispose, transfer of commercial and research samples

___ Materials to be moved:

1. Label with isotope, total activity
2. Notify AWT to package materials for moving

___ Materials to be disposed:

1. Prepare radioactive waste disposal form
2. Call OEHS at 476-1771 for pick up

___ Materials to be transferred:

1. Prepare form for transfer to another lab
2. Mail or give copy to OEHS

*EQUIPMENT:

___ Identify equipment which does NOT need to be surveyed and label with the **GREEN** label.

___ Identify equipment which MAY be contaminated.

___ Perform survey (wipe test) as described in procedure.

___ If $<$ background + 55 cpm, label with the **BLUE** label.

___ If $>$ background + 55 cpm, perform decontamination and rewipe until $<$ background + 55 cpm. Label with **BLUE** label

___ If equipment CANNOT be decontaminated, then label with **YELLOW** label.

___ Contact AWT for resurvey and packaging.

*this may be done by either the lab or AWT

CHEMICAL MATERIALS/EQUIPMENT CHECKLIST

MATERIALS:

- ___ Perform physical inventory and decide whether to move, dispose, transfer of commercial compounds and research samples.

- ___ Materials to be moved:
 1. Verify labeling
 2. Segregate based on compatibility
 3. Notify Clean Harbors to package materials for moving

- ___ Materials to be disposed:
 1. Segregate based on compatibility
 2. Prepare hazardous (chemical) waste disposal form
 3. FAX request form to EHS at 476-0581 for pick up

- ___ Materials to be transferred:
 1. Post on Lab Chemical & Supply Surplus Exchange (LCSSE) Program in the EHS website.

EQUIPMENT:

- ___ Identify equipment which does NOT need to be decontaminated and label with the **GREEN** label.
- ___ Identify equipment which MAY be contaminated.
- ___ Prepare any equipment potentially contaminated with chemicals for Norcal move by the following procedure:
 - ___ Drain as much as possible of the solution out of the equipment (vacuum pumps are exempt).
 - ___ Plug outlets to prevent residual leakage.
 - ___ Clean the surface of the equipment with soap and water.
 - ___ Label with the **BLUE** label.
 - ___ Notify Norcal that equipment is ready to move

BIOLOGICAL MATERIALS/EQUIPMENT CHECKLIST

MATERIALS:

- ___ Perform physical inventory and decide whether to move or dispose cultures and research samples.
 - ___ Materials to be moved in coolers:
 - ___ Use leak proof, screw cap unbreakable plastic containers
 - ___ Place in leak proof plastic bags (Zip-lok ® or similar)
 - ___ Place in securely latching cooler (Coleman® or similar)
 - ___ Add heat or cold source as required
 - ___ Add newspaper or bagged Styrofoam peanuts
 - ___ Seal the cooler with duct tape or packing tape
 - ___ If contents are biohazardous, label with biohazard symbol
 - ___ Prepare documentation as follows: PI name, phone, alternate contact, originating building and room number, destination, building and room number, and inventory of contents
 - ___ Put document in a leakproof plastic bag and tape it the outer container
 - ___ Transport by 2 knowledgeable persons
 - ___ Take with them two 1L spray bottles of fresh 0.5% bleach solution, sufficient absorbent material to disinfect and remove any spill, and sufficient large plastic bags (not red biohazard bags)
 - ___ Materials to be moved in freezers (“-80” or freezer section of a refrigerator)
 - ___ Inventory material
 - ___ Package nonhazardous biological material
 - ___ Seal in plastic leakproof bags (Zip-lok® or similar)
 - ___ Add newspapers or Styrofoam peanuts to prevent movement
 - ___ Seal outside of freezer with packing tape
 - ___ PBM will move freezer
 - ___ Biohazardous material must be packed by PBM only
 - ___ Materials to be disposed-call EHS at 6-0544 for pick up

EQUIPMENT:

- ___ Identify equipment which does NOT need to be decontaminated and label with the **GREEN** label. (This is not applicable to freezers which will be moved by PBM)
- ___ Exception: Contract TSS to decontaminate biosafety cabinets
- ___ Identify equipment which MAY be contaminated.
- ___ Prepare any equipment potentially contaminated with biohazardous material
 - ___ Defrost refrigerators and drain incubators
 - ___ Plug outlets to prevent residual leakage.
 - ___ Disinfect the equipment with 5% bleach or 70 % isoproponal
 - ___ Clean surface with soap and water.
- ___ Label with the **BLUE** label.
- ___ Notify Norcal that equipment is ready to move

Section IX: Directory of Hazardous Materials Movers

Chemicals:

Clean Harbors
1040 Commercial Street
San Jose, CA 95112
(408) 451-5000
Project Manager: Howard Ray

Radioisotopes:

Alternative Waste Technologies
3297 N. Bridgepointe Lane
Dublin, CA 94568
(925) 361-4913, office
(925) 200-0644, cell
email: bcromwell@attbi.com
Project Manager: William H. Cromwell

Biologicals:

Technical Safety Services
P.O Box 376
San Ramon, CA 94583
(510) 845-5591
Project Manager: Martin Burke

Pacific Bio-Material Management, Inc.
1849 North Helm Avenue, Suite 102
Fresno, CA 93727
(559)255-8500
(559)255-8503 FAX
email: info@pbmail.com
Contact: Steve Wines

Appendix 1: Equipment Decontamination Procedure (Radioactivity)

1. Determine which pieces of equipment require decontamination based on wipe tests with results ≥ 55 cpm (above background) per 10 cm² (1.3 inches x 1.3 inches)
2. Wear safety glasses, disposable gloves and a lab coat.
3. Normal cleaning agents or commercial decontamination agents should be adequate, e.g., Radcon.
4. Discard all cleaning materials as radioactive waste.
5. Decontaminate the area to background count rates (<55cpm). There should be no removable contamination on the equipment after decontamination.
6. File all wipe test records in the RUA logbook.

Appendix 2: Standard Operating Procedure For Transporting Active or Frozen Cultures

Nonhazardous biological materials (either active or frozen cultures) may be transported within a refrigerator, or incubator, as long as the equipment is packed with enough absorbent and impact protecting material to prevent breakage and absorb spillage. Anything with the potential for leakage must be enclosed in secondary containment as described below. The equipment should be sealed shut with tape, secured shut with tape, and will have on the outside, a large clearly written label indicating that the equipment contains live cultures of non-biohazardous materials and must be relocated immediately. The laboratory staff is responsible for coordinating with the transport vendor to ensure that the equipment is moved immediately. Alternatively, nonhazardous material may be transported by the method described below.

All biohazardous materials (either active or frozen cultures) must be moved in thermally stable transport containers such as Igloo® or Coleman®-style hard-sided picnic coolers if the laboratory is moving them. Materials requiring transport at non-ambient temperature must be packed in coolers that include enough heat or cold source packs to keep the materials at the required temperature for the duration of the transfer. Wadded newspaper or bags of Styrofoam peanuts are commonly used to take up unused space to prevent contents shifting and to maintain temperature as long as possible. (Please do not use loose Styrofoam peanuts)

All cultures must be reduced to absolute minimum volumes prior to transport.

All cultures must be transferred to leak proof, screw-cap unbreakable plastic containers. Do not use slip-cap culture tubes or stoppered containers.

All cultures must be secondarily contained in leak proof plastic bags (Zip-Lok® or similar is acceptable). Cultures may be combined as the investigator wishes.

NOTE: any cryogenic freezer (-80 °C) that contains frozen material must have a corresponding freezer already in place and functioning at Mission Bay that has sufficient space to accept the contents of the freezer being transported. It is possible that the freezer being relocated may not function properly immediately after being moved.

If the transport container has biohazardous materials, it must display the biohazard symbol and have attached to the top outside a leak proof plastic bag that contains: the name and phone number of the PI and that of an alternate contact, originating building and room number, destination room number, and an inventory of the contents. The inventory must briefly describe biohazard: human tissues (includes blood and body fluids), infectious agents (identify by listing them). The outer container is both sealed and secured shut with heavy-duty duct or shipping tape as described above.

All biohazardous materials must be transported by two knowledgeable persons (either laboratory personnel or contractors).

They must take with them 2 1L. spray bottles of fresh 0.5% bleach solution, sufficient absorbent material to disinfect and remove any spill, and sufficient large plastic bags (not red biohazard bags) to contain the used absorbent materials.

PBM may be contracted to move any frozen material but not active cultures.