Yale Engineering Space Guidance

GUIDING PRINCIPLES

The management of space, including the reallocation and reassignment of space, will be guided by the following principles:

1. Space for the School of Engineering & Applied Science belongs to the institution and is a valuable and limited resource.
2. Spaces for Engineering are allocated centrally from the Provost and governed by the Dean. The Dean of Engineering governs space through the support of a space governance committee, which assigns space to departments and centers.
3. Space assignments are temporary; space is not owned by an individual or program.
4. Space that is vacant or deemed underutilized should be reassigned or repurposed.
5. Optimal use of space includes shared use of resources and facilities.
6. Space should be used for functions that serve or directly involve students, faculty, or staff.
7. Space requests are for faculty and staff; student space requests require a faculty or staff sponsor.

ROLES AND RESPONSIBILITIES

The following individuals are responsible for managing, allocating, or using engineering spaces at Yale.

Role	***Responsibility***
Dean of Engineering	• Steward space allocated to engineering
Space Governance Committee*	• Support Dean and Department Chairs to steward space • Field and adjudicate space requests • Conduct space reviews • Provide prescriptive guidelines and policies
Department Chairs	• Assign and reallocate space within annual footprint based on department or unit needs and priorities • Maintain updated space assignments and relay changes to Associate Director of Administration & Operations
Individual Faculty	• Effectively utilize assigned space under direction of department chair to meet research and educational needs • Respectfully steward space and observe policies (e.g., lab decommissioning protocols, cleanliness, and maintenance of spaces) *– reference specific space policies below*

*The **Space Governance Committee** meets every two weeks during the school year. In addition to reviewing space requests, this body conducts an annual review of the school space footprint and hosts an annual space planning meeting with each department. They are also responsible for maintaining and updating the school space guidelines and policies. Their membership includes:

- Associate Dean (Sarah Miller)
- Director of Finance & Administration (Erin Ethier)
- Associate Director of Administration & Operations (Didi Miranda)
- Manager of Data Analytics and Strategic Projects (Sarah Malkowski)
- Deputy Dean for Research (Vidvuds Ozolins)

SPACE ALLOCATION PROCESS

Spaces are assigned annually to departments and centers by the space governance committee for oversight of the year ahead. Space assignments are dynamic and subject to change, notably during the lower Hillhouse capital projects. Spaces are reviewed annually by the space governance committee in consultation with the Dean.

GUIDANCE FOR DEPARTMENT CHAIRS

Department chairs assign and reallocate space within annual footprint based on department or unit needs and priorities. Department chairs are welcome to establish criteria for space utilization within their departments based on the guidelines put forth in this document. Departments may not convert one category of space into another category of space (e.g., office to research, faculty to student space, office to conference room, research to storage, etc.) without first notifying the Space Governance Committee. The committee will review such requests with Facilities.

Faculty members who wish to request changes to space will make this request to their respective department chair or center director. If, after assessing the request, the department chair believes they cannot meet the needs of a faculty member within their existing footprint or if the space requires renovation, the department chair or center director may reach out to the Space Governance Committee.

List of space policies

Yale Engineering faculty, staff, and students are expected to uphold policies as outlined. See individual policies for details.

1. Appropriate use of space
2. Policy on Multiple Offices
3. Office furniture policy
4. Poster policy
5. Policy on use of extension cords and power strips
6. Portable space heater safety
7. Laboratory closure and decommissioning

POLICY ON APPROPRIATE USE OF SPACE IN YALE SCHOOL OF ENGINEERING BUILDINGS

General Use Requirements:
Yale School of Engineering buildings must be utilized in accordance with their intended design and occupancy classification. The use of these buildings is governed by specific state and international regulations to ensure safety and compliance.

Prohibition on Sleeping:
Sleeping within any area of Engineering buildings is strictly prohibited. This restriction is in alignment with the following regulations:

- 2022 Connecticut State Fire Safety Code (2022 CSFSC), Part I, 111
- 2022 CSFSC, Part III, 115.1
- 2022 CSFSC, Part III, 116.1
- 2021 International Building Code, Chapter 3 (as referenced in the 2022 CSFSC, 302.1)
- 2021 International Building Code, Chapter 4 (as referenced in the 2022 CSFSC, 420)
- 2022 CSFSC, Part IV, 4.6.11

Reason for Prohibition:
Engineering buildings are classified as non-residential structures. They are not designed with features intended to safeguard sleeping occupants. Unlike residential buildings, which incorporate safety measures to protect individuals while sleeping (such as fire alarm systems, fire sprinkler systems, fire resistive construction, and exit arrangements), Engineering buildings assume that occupants are alert and capable of taking self-protective actions in the event of a fire or emergency.

Compliance:
Adherence to this policy is mandatory to ensure the safety of all building occupants and to maintain compliance with applicable fire safety codes and regulations. Any violations of this policy will be addressed promptly, and individuals are encouraged to report any concerns regarding space use to the appropriate authorities.

For further questions or clarification on this policy, please contact the seasfacilities@yale.edu.

POLICY ON MULTIPLE OFFICES

These principles govern Yale Engineering space management.
Faculty:

- Ladder faculty should have only one office, and it should be private.
- In the case where a faculty member's primary workspace is not on lower Hillhouse, they may be offered a relatively small office during semesters in which they are teaching on main campus *and* if office space happens to be available; this is not a guarantee.

Postdocs:

- If sufficient offices are available for some postdocs to have private space, priority should be given to postdocs who are actively teaching.

Graduate students:

- Graduate students are not entitled to private offices.

OFFICE FURNITURE POLICY

To ensure an effective working environment, all faculty and staff will be provided with essential office furnishings appropriate for their roles. Space allocations are designated to departments rather than individuals. Each office will be equipped with a desk, chair, filing cabinet, and an optional bookshelf.

For additional furniture needs, please contact Jennifer Fecko at Jennifer.fecko@yale.edu to check availability through Yale Surplus. Any further furniture acquisitions must be made through an approved university supplier. Note that research funds provided by the Provost and 9-over-9 funds cannot be used for non-research-related expenses, including furniture purchases.

The following types of furniture are not permitted in offices:

- Sofas
- Couches
- Non-contract furniture (e.g., IKEA, West Elm)
- Custom furniture
- Full-height glass or custom whiteboards/chalkboards
- Writable paint or wall surfaces
- Custom wall colors

Yale Engineering observes and adheres to Yale University policy and guidance to maintain the safety and health of all community members. See university policies for more information about air quality standards, fire prevention standards, healthy furniture standards, Title IX, and sustainability measures.

For additional information and assistance, please contact seasfacilities@yale.edu.

YALE ENGINEERING POSTER POLICY

The University Postering and Chalking Policy (https://provost.yale.edu/policies/university-postering-and-chalking-policy) applies to all members of the School of Engineering, subject to the following school-specific guidelines:

1. **Location:** Posters are allowed only on bulletin boards, except that technical research posters and papers that are hung outside labs and offices may remain on the walls but should be reviewed periodically for relevancy. Posting on walls, windows, doors, or any other surfaces is otherwise not allowed. Only members of the Yale community are permitted to post in Yale Engineering buildings.
2. **Format:** Posters may not exceed eleven inches by seventeen inches and should be attached to the bulletin board using pushpins.
3. **Content:** Posters for an event must provide the name, date, time, and location of the event; the name of the sponsoring organization; and the email address or phone number of the organizers. Failure to provide this information will lead to the removal of the poster.
4. **Removal:** Posters for events must be taken down by the person posting them, or authorized staff, within 48 hours after the event. All other posters must be removed by the person posting them, or authorized staff, after two weeks from the date on the poster.

University Postering and Chalking Policy

POLICY ON USE OF EXTENSION CORDS AND POWER STRIPS

1. **Extension Cords:**
    - **Purpose:** Extension cords are designated for temporary use only. For the purposes of this policy, "temporary" is defined as the period during which the connected device is actively in use and the immediate need exists. For example, if using an extension cord to power a fan for personal comfort, the cord must be unplugged when the fan is no longer needed or at the end of the day, whichever occurs first.
    - **Restrictions:** Extension cords should not be used for extended periods and are not suitable for permanent installations. Their use is limited to the specific context outlined above.
2. **Power Strips:**
    - **Permissible Use:** Power strips may be used for permanent connections with low-power devices such as consumer electronics, computers, and computer peripherals.
    - **Prohibited Use:** Power strips must not be used with high-power devices, including but not limited to air conditioners, coffee makers, toasters, microwaves, power tools, and refrigerators. Using power strips with high-power devices can result in electrical overload and fire hazards.
    - **Electrical Safety:** High-power devices must be directly plugged into wall outlets to ensure safety and prevent overloading.
3. **Prohibited Practices:**
    - **Daisy Chaining:** Extension cords and power strips must not be connected in series or daisy chained. Each cord or strip must be plugged directly into a wall outlet.
    - **Violation Response:** If daisy chaining or unsafe practices are identified, corrective action must be taken. This may include discontinuing the operation or arranging for Physical Plant to install additional permanent wiring or outlets.

Compliance with this policy is mandatory to ensure safety and prevent potential hazards. For any questions or requests regarding installation of permanent wiring, please contact seasfacilities@yale.edu.

Yale University
Office of the Fire Marshal
Fire Code Compliance

344 Winchester Avenue Suite A155
New Haven, CT 06511
Voice: 203-432-9923 Fax: 203-432-8937

PORTABLE SPACE HEATER SAFETY

Portable space heaters can be a potential source of ignition. Proper use, applicable code requirements, and manufacturer's recommendations must e followed at all time to maintain a safe environment.

If a space is not being adequately heated using the building's heating system, the following actions must be taken:

- **Contact Facilities Operations at (203) 432-6888 and report the condition.**
- **If the buildings heating system cannot be repaired in a timely manner, Facilities Operations ma recommend a temporary space heater meeting the precautions listed below.**

Improper use of a space heater could result in a substantial fire and life safety hazard. To reduce the risk of fire, the requirements listed below, must be followed at all times:

- Before use, inspect unit, attached cord, and wall power receptacle for visible damage. If damage is found, discontinue use and contact Facilities Operation for assistance. Never use/give away a damaged unit.
- Read and comply with all manufactures instructions before use.
- Never leave unit unattended. Always unplug unit when not in the immediate vicinity of it.
- Keep a 3 feet area around the unit, when in use, that is clear of all combustibles.
- Ensure unit has a "tip over" feature that automatically shuts the unit off if it is accidently turned over.
- Ensure unit is UL listed and has the UL sticker/marking on it.
- Use only units with 3-prong grounded plugs and wall receptacles with the same. Never use extension cords or adapters when powering a unit.

Be Alert and Be Safe

LABORATORY CLOSURE AND DECOMMISSIONING POLICY

Yale University is committed to the health and safety of its students, faculty, staff and visitors as well as the surrounding community and environment in which Yale personnel conduct their studies, scholarship, and work. The goal of this Policy is to ensure safe and compliant transitions in laboratory occupancy. More specifically, in order to protect others when an investigator vacates laboratory space, this Policy requires that none of the investigator's research materials may be left behind in the laboratory. Further, the Policy requires that the investigator assure that proper laboratory decommissioning has been conducted, e.g., that all laboratory equipment, fixtures, furniture and space are properly cleaned and decontaminated.

Principal Investigators, Departments and Project Managers are equally responsible for complying with advanced notification and other requirements. These overlapping requirements are necessary because—depending on the situation—only one of these entities will have the ability to comply with this Policy.

This Policy will be administered by Yale Environmental Health and Safety (EHS).

APPLICABILITY

This Policy applies to:

- Research and teaching laboratories owned by Yale or occupied by Yale students, faculty or staff.
- Laboratories that use chemicals, radioactive materials, biologicals, human pathogens, controlled substances, compressed gases, large equipment, mercury containing monitors, etc.
- Laboratories or ancillary research spaces (e.g., cold rooms, freezers in hallways) that are vacated by an investigator.
- Laboratory space that is to be reused by a different investigator, as well as laboratory space that is to be converted to another use.
- Movement of safety critical equipment.

BACKGROUND

This Policy is necessary for the following reasons:

- EHS oversight of laboratory decommissioning and transfer ensures transportation and licensing compliance. If EHS is not contacted in advance of a laboratory closure, there is a high risk of unsafe and/or noncompliant transport of research materials.
- The U.S. Environmental Protection Agency generally requires:
  - Within three days of vacating a laboratory, all chemicals must be removed.
  - Prior to vacating a laboratory, laboratory personnel (who are most knowledgeable) must properly label and/or identify all remaining chemicals, samples and containers.
- Prior to vacating a laboratory, the U.S. Nuclear Regulatory Commission requires removal of all radioactive materials and waste. No radioactive material or waste may be unsecured.

- Prior to vacating a laboratory, the U.S. Drug Enforcement Agency and the State of Connecticut requires removal of all controlled substances. No controlled substance may be unsecured.
- Prior to vacating a laboratory, the State of Connecticut requires removal of all human pathogens and infectious waste from research with human pathogens.
- Laboratory equipment, fixtures, furniture and space that has not been properly cleaned and decontaminated may pose a hazard to EHS staff, movers, construction and renovation personnel and future occupants.
- Research materials (e.g., chemicals, biologicals, radioactive materials, needles) left in a vacated laboratory pose hazards to EHS staff, hazardous waste contractors, construction and renovation personnel, and future occupants. These are extreme hazards when such materials are unlabeled, unidentified, unstable, improperly stored, contaminated or improperly contained. When unsecured in a vacant laboratory, these research materials are also at risk of theft, diversion and misuse.
- Research materials that are not promptly removed from a vacated laboratory are ineligible for redistribution or recycling making disposal the only viable option. Disposal costs are dramatically more expensive than recycling/redistribution costs due to extra characterization and necessarily conservative handling.
- To ensure safety, safety critical equipment must be certified in place. Prior to use, EHS must recertify all safety critical equipment that has been moved.

The Principal Investigator and his or her laboratory staff are primarily responsible for complying with this Policy because they are most knowledgeable (and may have the only knowledge) of the identity, character and hazard of materials and contamination in their laboratory.

EHS RESPONSIBILITIES

When an investigator vacates laboratory space, EHS is responsible for verifying that the space is free of hazardous materials and contamination. EHS will complete this verification in a timely manner, and will provide a written approval to the department (for new occupancy) or project manager (for space to undergo construction/renovation).

- EHS staff will provide detailed instructions and guidance to investigators and their staff in advance of all laboratory moves, closures and decontamination, including requirements for labeling and identification of research materials.
- EHS staff will evaluate and provide guidance for the movement of research materials. The EHS Research Materials Shipment Request form can be found at the following link: http://ehs.yale.edu/research-materials-shipping. If the materials in question are to be moved on city streets and lab staff are not trained to properly package and/or ship these items, EHS will provide a trained individual to assist in this process. Each Principal Investigator will be responsible for the cost of the shipping containers as well as all incurred shipping charges.
- EHS will pay for the removal and ultimate disposal of all properly labeled and classified research materials. If research materials are inappropriately left after the space is vacated, EHS will arrange for the proper disposal and decontamination. The costs of these activities, including labor charges to properly segregate and label hazardous materials, will be charged directly to the investigator.

PRINCIPAL INVESTIGATOR RESPONSIBILITIES

Each investigator is responsible for:

- **30 Day Notification of Laboratory Vacancy:** To ensure proper characterization and disposition of research materials and decontamination of laboratory equipment, fixtures, furniture and space, investigators must notify EHS 30 days prior to vacating laboratory space. EHS notification is required even if only a single room is to be vacated, and even if the space is to be used by another investigator.
- The safety of materials and equipment, including the safety and compliance of materials and equipment left behind in a vacated laboratory, even if the laboratory is to be used by another Principal Investigator.
- Adherence to established Yale Environmental Health and Safety procedures for safe and compliant disposal and decontamination of research materials. If these procedures are not followed, EHS will arrange for the proper disposal and decontamination, as it deems necessary. The costs of these activities, including labor charges to properly segregate and label hazardous materials, will be charged directly to the investigator.
- Ensuring that research material cleanouts are performed by staff knowledgeable of hazards and trained in all required safety disciplines.
- Informing EHS prior to the shipment or movement of any hazardous materials especially those requiring transportation on city streets. The EHS Research Material Shipment Request form can be found at the following link: http://ehs.yale.edu/research-materials-shipping
- Notification of EHS whenever they plan to move any of the following safety critical equipment, even if the move is across a room or from one room to another (see Attachment 2 for detailed clearance requirements):

  Autoclaves
  Automated film processors Biological safety cabinets
  Clean Benches (Horizontal or Vertical Laminar Flow)
  Compressed Gas manifold delivery systems
  Electron microscopes
  Ethylene oxide sterilizers
  Fume hoods
  Gamma counters (or gamma detectors)
  Glove boxes
  High Magnetic Field Equipment
  Lasers - Class IIIb or IV
  Liquid scintillation counters (LSC)
  Refrigerators/Freezers
  X-ray equipment

DEPARTMENTAL RESPONSIBILITIES

Department Chairs and Business Managers are responsible for:

- **30 Day Notification of Laboratory Vacancy:** To ensure proper disposal of research materials and decontamination of laboratory equipment, fixtures, furniture and space, Departments must notify EHS 30 days prior to vacating laboratory space. EHS notification is required even if only a single room is to be vacated, and even if the space is to be used by another investigator.
- The costs of decontamination and disposal of research materials in situations where there has been a failure to meet the requirements listed in the Investigator Responsibilities section and those costs cannot be recovered from the investigator.
- Securing written approval from EHS before reassigning vacated laboratory space.
- Securing written approval from EHS before initiating construction or renovation in vacated laboratory space.
- Ensuring that research material cleanouts be performed by staff knowledgeable of hazards and trained in all required safety disciplines, including temporary hires on an as needed basis.

PROJECT MANAGER RESPONSIBILITIES

Project Managers who are assigned laboratory renovation projects are responsible for:

- **60 Day Notification of Laboratory Vacancy:** To ensure proper disposal of research materials and decontamination of laboratory equipment, fixtures, furniture and space, Project Managers must notify EHS 60 days prior to vacating laboratory space. EHS notification is required even if only a single room is to be vacated, and even if the space is to be used by another Principal Investigator.
- The costs of laboratory renovation projects that relate to decontamination and research material disposal.
- Ensuring that vacated laboratory space is not re-occupied without prior written approval from EHS.
- Ensuring that construction or renovation not commence in vacated laboratory space without prior written approval from EHS.

SUPPLEMENTARY GUIDANCE AND REFERENCES

Yale Environmental Health and Safety procedures can be found on its web site:

- "Laboratory Decommissioning," Yale EHS, http://ehs.yale.edu/laboratory-decommissioning .
- "Hazardous waste disposal procedures," Yale EHS, http://ehs.yale.edu/regulated-waste.
- "Research Material Shipping Info.," Yale EHS, http://ehs.yale.edu/research-materials-shipping.

Laboratory Decommissioning Standard, ANSI Z9.11 (2008), American National Standards Institute

Yale Facilities Operations:

- "Facility Services," Yale Facilities, http://facilities.yale.edu/yale-university-office-facilities

COMMITTEE REVIEWS and APPROVALS:

Biosafety – 8/7/09
Radiation Safety – 6/8/09
University Safety – 8/11/09

Attachment 1

Laboratory Move Preparation Guide

Before any laboratory move or closure can occur, the following preparations must take place.

General – all laboratories:

1. Depending on the size and scope of the move, stop research activities 1-2 weeks prior to move. Contact your Safety Advisor or EHS to help estimate the time commitment.
2. Clean off all benches. Remove lab matting and clean any spilled materials. Wipe down all benches with an appropriate disinfectant.
3. Completely empty all drawers.
4. All razor blades, needles, syringes, pipette tips, etc. in drawers, on benches, shelves or the floor must be disposed of properly.
5. If research materials must be shipped to another location or institution, a hazmat shipping request form must be completed via the following link: http://ehs.yale.edu/research-materials-shipping. Do not ship any material until contacted by EHS.

Radiation Safety Preparations:

1. Collect all radioactive waste and contact EAS to schedule a pick-up. Pick up requests can be emailed to waste.requests@yale.edu; it may take up to 5 business days for waste removal.
2. Items which will be moved by non-lab personnel or which will be discarded must be cleared by EHS.
3. For in-house moves in which items stay inside buildings and are moved by laboratory staff, no EHS clearance is necessary. Laboratory staff must wipe test and meter these items.

4. Radiation which is moved inside buildings may be properly packaged in 2 sealed leak-proof containers, placed on a cart and taken to the new location by trained lab staff. Care must be taken to ensure that proper shielding is in place, if necessary. EHS personnel should be consulted if large amounts of isotope or isotope with significant dose rates are to be moved.
5. Do not deface labels on equipment to be checked by EHS until it is cleared.
6. Assemble all labeled items (large items may be left where they are) for EHS to clear.
7. Conduct a final monthly survey of the lab. Clean any contamination found and re-survey and document results.

Chemical Safety Preparations:

1. Clean any equipment used with hazardous materials.
2. Hazardous waste and unwanted chemicals must be labeled as hazardous waste and inventoried on a laboratory clean-out sheet.
   Contact EAS for pick up by emailing waste.requests@yale.edu.
3. Non-hazardous dry chemicals listed in Appendix E of the Hazardous Waste Policy and Procedures Manual (pg 39) may be properly packed and moved within buildings. All other chemicals must be evaluated by EHS or packaged and shipped by an EHS approved hazmat transporter. http://ehs.yale.edu/sites/default/files/hazwaste manual chemical section.pdf
4. Chemicals which are moving within University buildings must be placed in a leak proof secondary container. Chemicals may be placed on a cart and moved by lab personnel.
5. Have all gas cylinders removed by the vendor.

Biological Safety:

1. Use an appropriate disinfectant, prepared in accordance with manufacturer's instructions, to decontaminate all equipment. Post a "Biosafety Notice" on each item once decontamination procedures have been completed (See Attachment 3).
2. Properly autoclave/dispose of all infectious/biological waste.
3. Ensure biosafety cabinet (BSC) has been decontaminated. Call the BSC service coordinator at 203-737-2121 to schedule a decontamination appointment at least 7-10 working days prior to the anticipated move date. Decon should be performed at least 2 days pre-move.
4. Properly dispose of all sharps, including unused needles and syringes.
5. Biological material moved within buildings must be packaged in 2 sealed leak-proof containers and should be placed on a cart and moved to new location by lab personnel. Within University buildings, the moving company may move BL1 or BL2 materials in -80 freezers if the materials are properly packaged in 2 leak proof containers by the laboratory personnel.

Prior to moving company arrival:

- All chemicals must be removed from laboratory.
- All waste must be out of the laboratory. This includes chemical, biological and radioactive waste.
- All benches must be decontaminated.

After the moving company has finished:

- Ensure that all sharps (razors, syringes, needles, pipette tips, etc.) have been removed from areas where equipment may have been, including drawers and shelves

Attachment 2

Laboratory Move Checklist

Equipment	Required for Moves Within Buildings	Required for All Other Moves	Status
Biosafety Cabinet	❑ Users clean and surface decontaminate unit. ❑ BSC formaldehyde decontamination and recertification managed by EHS. (Note: Formaldehyde decontamination, as well as gas and vacuum disconnection will be done prior to move.)	Same	
Liquid Scintillation / Gamma Counters	❑ User removes and discards samples in approved waste containers. ❑ External standards shipped separate from unit by EHS. ❑ EHS surveys and prepares shipping papers for shipment. ❑ Manufacturer preps unit for move.	Same	
Ultra-Centrifuges	❑ Users clean, decontaminate and post "Biosafety Notice" tag on unit.	Same	
Automated x-ray film processors	❑ Outside service provider removes chemicals, cleans unit, and packages for move.	Same	
Compressed Gas Cylinders	❑ Researchers remove regulators and manifolds and cap all tanks. ❑ Contact supplier to remove gas cylinders.	Same	
Vibration Sensitive/Fragile Equipment (e.g. – confocal microscopes, balances)	❑ Users clean and decontaminate as necessary, and post "Biosafety Notice" tag on unit. ❑ Strongly recommend involvement of a service company that is familiar with this equipment.	Same	

Equipment	Required for Moves Within Buildings	Required for All Other Moves	Status
Incubators	❑ Users disconnect gas feed line. ❑ Users must drain jacket. ❑ Users clean, decontaminate and post "Biosafety Notice" tag on unit.	Same	
HPLC	❑ Users disconnect chemical feed and waste lines. ❑ Units used with radioactive material must be surveyed by EHS prior to move.	Same	
UV Boxes / Transluminators/ Imaging stations	❑ Users clean, decontaminate unit and post "Biosafety Notice" tag on unit.	Same	
Refrigerators/ Freezers	❑ Users Inventory/Identify contents of unit. ❑ Users clean, decontaminate and post "Biosafety Notice" tag on unit where appropriate. Remove all liquids that could spill, hazardous chemicals and/or infectious materials. ❑ Remove all radioactive materials; transfer to new space with assistance of EHS. EHS to survey external surfaces prior to move. ❑ EHS to evaluate transportation procedures following hazard evaluation. ❑ Dispose of all unwanted materials. ❑ If defrosting units, use absorbent pads or lab matting to contain all liquid that is generated.	❑ In addition to "Required for Moves within Buildings", empty unit of all hazardous biological material.	
Materials	**Required for Moves Within Buildings**	**Required for All Other Moves**	**Status**
Chemicals	❑ Lab staff should segregate non-hazardous and hazardous chemicals (Non-hazardous chemicals are listed on page 39 of the Hazardous Waste manual). ❑ Dispose of all unwanted materials via EHS-Environmental Affairs– 203-432-6545 or online forms at: http://ehs.yale.edu/request-waste-pickup ❑ Non-hazardous chemicals can be transported by moving vendor. ❑ Lab staff or EHS approved hazmat vendor moves hazardous chemicals to new location through halls.	❑ Hazardous chemicals must be manifested and transported via DOT regulations by an EHS approved hazmat transporter.	

Materials	Required for Moves Within Buildings	Required for All Other Moves	Status
Radioactive Materials	❑ Radioactive material must be packaged and shipped by EHS. ❑ No Radioactive waste to be transferred to new lab. ❑ Dispose of all unwanted materials via EHS-Environmental Affairs– 203-432-6545 or online forms at: http://ehs.yale.edu/request-waste-pickup	Same	
Biological Materials	❑ Users clean, decontaminate and post "Biosafety Notice" tag (see Attachment 3) on all pieces of equipment to be moved. ❑ Dispose of all unwanted materials via EHS-Environmental Affairs– 203-432-6545 or online forms at: http://ehs.yale.edu/request-waste-pickup ❑ ***BL-1 materials*** can be transferred by moving vendor within Refrigerators/Freezers. Primary containers must be closed and leak proof. If items are left in refrigerators and/or freezers packing material should be used to prevent breakage during transport. ❑ ***Other Biological Materials –*** specific training is required, please refer to the "Transportation and Transfer of Biological Agents Training Guide."	Same	

Materials	Required for Moves Within Buildings	Required for All Other Moves	Status
Liquid Nitrogen Dewars With Biological Materials	❑ Decontaminate the exterior and attach a Biosafety Notice. Indicate on the Biosafety Notice that the interior remains contaminated. Can be moved by lab personnel within buildings.	❑ When possible, it is best to ship items in DRY nitrogen shippers since they are exempt from the shipping regulations. However the regulations for the biological materials remain in place. ❑ If it is necessary to ship a liquid nitrogen Dewar, the unit must be moved by the hazmat shipper for the move. ❑ Specific training is required; please refer to the "Transportation and Transfer of Biological Agents Training Guide."	
Liquid Nitrogen Dewars with no other hazards	❑ Dewars containing liquid nitrogen can be moved by lab personnel within buildings.	❑ Completely empty liquid nitrogen Dewars can be shipped or moved at any time. ❑ When possible, it is best to ship items in DRY nitrogen shippers since they are exempt from the shipping regulations. ❑ If it is necessary to ship a filled liquid nitrogen Dewar, the unit must be moved by the hazmat shipper for the move.	
Controlled Substances	❑ Users must transport to new lab, **ONLY AFTER** State of CT DEA inspection of new facility has occurred. Contact the Controlled Substance coordinator at 203-785-3550 to coordinate state inspections.	❑ Contact the Controlled Substance coordinator to coordinate a controlled substance disposal with the State of CT DEA	
Unused Radioactive, Chemical and Biological waste containers	❑ EHS to remove and replace.	Dispose of all unwanted materials via EHS-Environmental Affairs Section – 203-432-6545 or online forms at: http://ehs.yale.edu/request-waste-pickup	

Attachment 3

Yale *Environmental Health & Safety*

BIOSAFETY NOTICE

This equipment's exterior and interior surfaces were decontaminated, and are free of any Biological Hazards. This notice does not apply to radiation or chemical hazards (if any).

This equipment is released for: (Circle one)
Service/Repair Relocation Discard

Decontamination performed by: _____
Chemical or disinfectant used: _____
Date of decontamination: _____
Location of equipment: _____
Lab telephone number: _____

Note: The following areas of this equipment remain contaminated and a biohazard warning label has been attached near the contaminated area. Additional forms are available through Environmental Health and Safety at 203-785-3550.

---------- *Tear Here* ----------

Yale *Environmental Health & Safety*

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