HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

Laboratory Move-in Checklist

Building:_____Room#:_____

Principal Investigator:_____Department:_____

Person completing this form:_____Title:_____Date:_____

This laboratory move-in guideline will help you identify the applicable requirements and provide resources for a safe and efficient transfer of your hazardous chemicals, radioactive and biological materials, gas cylinders, and lab equipment to your new location. It also provides an opportunity for all researchers to raise questions or concerns on various health and safety topics.

A successful laboratory move requires cooperation and effective communication between department coordinators (Science Operations and Lab Directors at FAS and SEAS, ROMs at HMS/HSDM, ROMs/LSOs at HSPH), department administrators, lab coordinators, move coordinators, space coordinators, laboratory personnel, EH&S, and support vendors.

Depending on the processes and materials the lab will be using, the lab move-in process may require a lead time of up to (2) months. All checklist items must be completed prior to beginning lab work. You should complete this form prior to beginning research in the lab.

ROLES & RESPONSIBILITIES

Principal Investigators are principally responsible for safety and environmental health in the lab. They are responsible for:

- identifying hazards associated with work in the lab;
- proper registration/termination of research;
- reinforcing safe practices;
- ensuring that the lab follows pertinent regulations and prudent practices;
- commissioning and decommissioning laboratories, which may include designating a Lab Move Coordinator.

Lab Move Coordinators may be lab personnel or hired by the department/school. The Move Coordinators are responsible for:

- notifying the department coordinator and department administrator of the planned move;
- arranging with EH&S for appropriate support throughout the course of the move;
- following any additional guidance or direction, as determined by department coordinator, department administrator, PI, and EH&S.

Department Coordinators (Science Operations at FAS/SEAS, ROMs at HMS/HSDM, LSC/LSOs at HSPH) serve as primary contacts working with department administrators regarding impending construction, renovation, and other related physical and laboratory personnel changes. They are responsible for:

- providing these Move-in Guidelines to Principal Investigators and lab move coordinators;
- reviewing the completeness of the move-in steps;
- informing the lab move coordinator and EH&S of any department specific moving requirements and answering department specific questions.

Environmental Health and Safety Staff will collaborate with and assist University departments to promote a safe and healthful workplace, protection of the environment, and compliance with applicable rules and regulations. To effectively assist a lab move, EH&S should be involved in the planning stages of the move to understand and advise on:

- Research and space needs for new location/renovation – especially where Radioactive Materials, Biomaterials, or other highly hazardous materials or processes, may be used or stored, as meeting regulatory requirements to safely, and legally, accommodate this research may take up to 2 months of lead time. Where possible, EH&S is provided with:
    - Floor plans to review and comment on
    - An inventory of hazardous materials the lab uses and store (chemical, biological, radiological, DEA) to better identify regulatory requirements, ideal location and type of safety equipment and engineering controls, materials storage, and advise on other best practices as applicable.
    - Space restrictions (Physical space limitations, HVAC limitations, Power limitations)
- EH&S also manages several online systems that ensure Harvard maintains regulatory compliance. New lab locations or lab groups should be added to these systems. This must be done in advance so that the lab may complete some of the items in the checklist below.

Checklist Sections

Item	Completed?		Completed By
Administrative			
1. PI to take on or delegate the role of Lab Safety Officer (LSO). Name: Job Title:	☐ Yes	☐ N/A	
2. Know department's Research Operations Manager (ROM) (HMS/HSDM) or Department Administrator (HSPH), or ESCO (Cambridge/Allston) telephone number and e-mail address. Name: Phone: Email:	☐ Yes	☐ N/A	
3. Know department's Designated EHS contacts telephone number and e-mail address. Name: Phone: Email:	☐ Yes	☐ N/A	
4. Moving into a newly renovated space? Connect with the building manager and a department liaison (ROM, department admin, or ESCO) to determine if there is any outstanding work.	☐ Yes	☐ N/A	
5. Ensure all lab members have card access to relevant locations (building, lab, office, parking, etc.)	☐ Yes	☐ N/A	
6. Complete a hazard assessment of your lab space(s) using EHS's door placard/hazard inventory system. Print door placards and post identical placards at all entrances to a single lab, hot/cold room, etc. The placards provide valuable information to emergency responders and hazard awareness to those who may enter the space, so it is important for the information to be accurate and up-to-date.	☐ Yes	☐ N/A	
7. Complete your lab's PPE assessment using the online tool in the Assessment and Inspection Management System (AIMS). Once completed, print and make available in your lab spaces. The PPE Assessment is meant to help PIs and their designees ensure that the PPE required to work safely in their lab is readily available for their personnel.	☐ Yes	☐ N/A	
8. Ensure all lab members have completed and signed the Lab Safety Orientation. The lab is responsible for storing and maintaining these records for the duration the lab member works in the lab.	☐ Yes	☐ N/A	
9. Familiarize yourself with the University Lab Safety Policy. All laboratory work must be performed according to established health and safety laws and regulations, and Harvard University's safe work practices. The procedures listed in this policy are the minimum practices that apply to faculty, staff, students, and visitors when conducting all university-related laboratory or field teaching and research work, wherever located, and it is important that all those associated with a lab group understand what their role is in their lab's safety culture.	☐ Yes	☐ N/A	

Training and Tutorials			
1. Have Lab Safety Officer (or other PI designee) add new lab personnel to the lab roster on PeopleSoft. Email trainingportalhelp@harvard.edu to add a PI designee. Tutorial on Managing Lab Rosters is here.	☐ Yes	☐ N/A	
2. Assign lab personnel online training courses on general lab safety, biosafety, and/or radiation safety on the Harvard Training Portal as is relevant to the lab's research.	☐ Yes	☐ N/A	

Fire/Life Safety & Emergency Preparedness			
1. Post the Lab Emergency Response Numbers relevant to your location in areas easily accessible to all lab personnel (you can request laminated copies from your Lab Safety Adviser). Familiarize staff with the procedures listed in the Emergency Response Guide .	☐ Yes	☐ N/A	
2. Familiarize yourself with the "you-are-here" building evacuation map(s) posted in your corridor. Practice two routes of escape from your building.	☐ Yes	☐ N/A	
3. Find and familiarize yourself with the location and content of the chemical spill kit(s) in your building.	☐ Yes	☐ N/A	
4. Find and familiarize yourself and your lab members with the locations of the fire extinguishers, and fire alarm pull stations in your lab and closest to your lab.	☐ Yes	☐ N/A	
5. Ensure emergency equipment in the lab (Emergency eye wash and shower, fire extinguisher) are labeled and have been tested within the past year.	☐ Yes	☐ N/A	
6. Find and familiarize yourself with the locations of Emergency Shut-off buttons in your lab.	☐ Yes	☐ N/A	

Chemical Safety and Waste Management			
1. Read parts 1 and 2 of the OSHA-mandated Chemical Hygiene Plan (CHP) for labs. Customize part 3 of the CHP, based on lab-specific hazards (see our guidelines for particular chemicals) and procedures using the SOP template.	☐ Yes	☐ N/A	
2. Ensure that lab personnel know where lab-specific Safety Data Sheets (SDS) are readily found on paper or online (either through the manufacturer, or ChemWatch).	☐ Yes	☐ N/A	
3. Review the Harvard University Hazardous Chemical Waste Program requirements.	☐ Yes	☐ N/A	

4. Post the **No Dumping**, blue and white, MWRA labels at all sinks, and review sink disposal guidance.	☐ Yes	☐ N/A	
5. Establish ***Hazardous Waste Satellite Accumulation*** **Area(s) (SAA)** for your chemical waste collection point(s) and gather chemical waste supplies (e.g., secondary bins, instructional stickers, waste labels, SAA instruction sheet for posting) by contacting EH&S through the Chemical Waste Pickup/Supplies Request Form. If your building has Mini-Main Accumulation Areas, familiarize yourself with the rules of these areas.	☐ Yes	☐ N/A	
6. Work with appropriate Harvard departments to obtain licenses for possession of Drug Enforcement Agency (DEA) controlled substances (Schedule I through V) or Massachusetts Department of Public Health (DPH) Schedule VI controlled substances (e.g., any prescription drugs). See Controlled Substance Researchers' Guide. Make sure to complete online training in HTP – ID: EHS-LAB504 For assistance: FAS/SEAS Division of Science ; Longwood: lab_safety@harvard.edu	☐ Yes	☐ N/A	
7. Ensure that lab does not bring and use mercury-containing thermometers or equipment without compelling scientific justification (gather all mercury-containing thermometers for waste pickup by EH&S).	☐ Yes	☐ N/A	

General Safety

1. Install fixed points and chains/straps to secure compressed gas cylinders at 2/3s their height, behind closed doors, whether full, empty, or in between. Use and storage of highly toxic or flammable gases has been discussed in advance and appropriate engineering controls are in place.	☐ Yes	☐ N/A	
2. Order "Glass Disposal" cardboard boxes from Harvard's "preferred vendor" VWR or other supplier, and place **clean** broken and unbroken glass in these boxes.	☐ Yes	☐ N/A	
3. Order appropriate personal protective equipment (PPE) for the range of hazards found in this lab, e.g., gloves, splash goggles, apron, more. This should be informed by the completed PPE Assessment.	☐ Yes	☐ N/A	
4. Strongly consider purchasing energy-efficient or ENERGY STAR equipment such as freezers.	☐ Yes	☐ N/A	
5. Strictly prohibit eating, drinking, chewing gum, applying cosmetics and contact lenses, and taking medicine in laboratories where hazardous chemicals are used or stored and/or where there is occupational exposure to blood or other potentially infectious materials.	☐ Yes	☐ N/A	
6. Ensure lab microwave ovens, ice machines, refrigerators/freezers, and other items used in research that may be found in the home (food, utensils, storage containers) have 'Not for Food/Drink' or 'For Lab Use Only' label attached.	☐ Yes	☐ N/A	

7. Signage related to the various hazards in the lab have been posted (UV equipment, soldering equipment, machine safety placards)	☐ Yes	☐ N/A	
8. Machines in the lab (drill press, bench grinder, etc.) are securely mounted and adequately guarded.	☐ Yes	☐ N/A	
9. Review and alert members of Accident and Injury reporting requirements. We request the documentation of injuries for insurance, training, and educational purposes.	☐ Yes	☐ N/A	

Biosafety

Please allow 2 months lead time for the completion of Biosafety tasks.
For assistance, please contact EH&S's Biosafety Office:
Designated Biosafety officers
biosafety@harvard.edu
Cambridge/Allston: 617-495-2345
Longwood: 617-432-1720

1. Put Harvard University Biosafety in touch with your past institution to coordinate the transition and discuss lab requirements for construction, if required.	☐ Yes	☐ N/A	
2. Confirm with shipping companies that they are certified and trained to ship dangerous goods under DOT/IATA. a. If any materials are listed as Category A shipping required, a person trained and certified in dangerous goods must prepare the documents and package and certify their accuracy.	☐ Yes	☐ N/A	
3. If shipping into the country, check import requirements. Determine if any materials require USDA import/transport permits (animal pathogens, plant pathogens, soil, etc.) and apply for the permits. Determine if materials need a CDC import permit, read instructions on the permitting process, and apply for a permit. a. Coordinate with a customs broker. b. For PIs who are non-US citizens and moving from overseas, applying for Level 2 access to the USDA ePermits system will require an in-person visit to a US embassy, if still abroad (https://apps.fas.usda.gov/overseas_post_directory/), or to a USDA Local Registration Authority (https://offices.sc.egov.usda.gov/locator/app?type=lra), if already in the US. This is because the USDA uses Experian (a US-based credit check) to verify identity. If the PI also does not have ID with a home address on it yet, this will also be the necessary option, even if they are US citizens. c. Identity verification ***should not*** be a required step for CDC SAMS access.	☐ Yes	☐ N/A	
4. Register all use of human and non-human primate cell lines, materials, tissue, or blood, rDNA, infectious agents, and transgenic organisms with the Harvard Committee on Microbiological Safety (COMS) Office. See provided "how to" guide for completion of a new COMS registration.	☐ Yes	☐ N/A	

5. Register all animal protocols with Standing Committee on Animals (IACUC) (see https://iacuc.hms.harvard.edu/). a. Contact Jill Ralston for PIs with last names A-L (jill_ralston@hms.harvard.edu) b. Contact Polly Weigand for PIs with last names M-Z (Pauline_Weigand@hms.harvard.edu)	☐ Yes	☐ N/A	
6. Review COMS policy manuals when performing biological research.	☐ Yes	☐ N/A	
7. Review requirements for work at BL1, BL2, and BL2+, depending on work requirements.	☐ Yes	☐ N/A	
8. Review the Biosafety Manual, and if applicable, the NIH rDNA Guidelines-Covered Experiments documents here.	☐ Yes	☐ N/A	
9. If lab work is conducted with blood or human material, customize your written Exposure Control Plan.	☐ Yes	☐ N/A	
10. Complete the Occupational Exposure to Bloodborne Pathogens or Hepatitis B vaccine (acceptance/declination) form and keep records with Exposure Control Plan.	☐ Yes	☐ N/A	
11. Consult with the Harvard Biosafety Office to assess if there are other work-related vaccines necessary for you and staff at this time. biosafety@harvard.edu or call your Biosafety officer.	☐ Yes	☐ N/A	
12. Register all animal protocols with ***Standing Committee on Animals (IACUC)*** here.	☐ Yes	☐ N/A	
13. Affix "biohazard" stickers on equipment used to store, handle, or process potentially infectious materials.	☐ Yes	☐ N/A	
14. Engage vendor to certify all biosafety cabinets before first use. **Recertify Annually.**	☐ Yes	☐ N/A	
15. For biowaste bins/boxes and red liner bags, follow your school's request procedures. FAS/SEAS: use the Facilities Work Order system. Longwood: Follow the procedures here.	☐ Yes	☐ N/A	
16. Use the Chemical Waste Pickup / Services Online Request form to see what supplies may be available to your lab, or see the Sharps Reusable Container Use & Removal Procedures for HMS Longwood guidance for HMS reusable sharps containers, used for biologically-contaminated razor blades, Pasteur pipettes, hypodermic syringes, slides, cover slips, etc.	☐ Yes	☐ N/A	
17. Coordinate with EH&S to do a pre-inspection of the lab space before materials arrive and review requirements. **Lab work may not begin until this inspection is complete.**	☐ Yes	☐ N/A	

18. Ensure all import permits are in order.	☐ Yes	☐ N/A	
19. Ensure all COMS/IACUC protocols are approved or pending review.	☐ Yes	☐ N/A	

Ionizing and Non-ionizing Radiation

Please allow 2 months lead time for the completion of these tasks.
For assistance, please contact EH&S's Radiation Safety Office:
radiation_safety@harvard.edu
617-496-3797

1. If you use or plan to use radioactive materials, x-ray machines, or lasers, submit a new permit application or amendment in AIMS. Brand new labs without AIMS access should request access via lab_safety@harvard.edu or may use paper forms: ***Radioactive Materials Permit Application*** *or* ***Laser/Non-Ionizing Radiation Permit Application****. An inspection must be performed by the Radiation Safety Office prior to commencing work with these materials or equipment.*	☐ Yes	☐ N/A	