

North West Science Building Laboratory Move & Commissioning Guide

GROUP 1: Capital Project Management

Category	Task	Timeline	Comments
General	Town Hall Meeting.	Pre Move	
	Identify moving routes for orderly transport of laboratory equipment.	Pre-Move	
	Set laboratory moving hours.	Pre-Move	
	Walk-through laboratory spaces to confirm completion.	Pre-Occupancy	
	Provide EH&S with approved Department of Buildings(DOB) plans for Laboratory permitting.	Pre-Occupancy	http://ehs.columbia.edu/DocumentationRequiredToObtainFDNYLabPermit.pdf
	Identify chemical, biological & radioactive waste transportation routes to the various waste rooms.	Pre-Occupancy	
	Contact Facilities (Clem Olivo) regarding the maintenance of fire extinguishers installed in hallways.	Pre-Occupancy	
	Consult with Facilities to identify a staging area for municipal waste .	Pre-Post Occupancy	
Post Renovation Checklist			https://www1.columbia.edu/sec/cu/ehrs/PMForms/PostRenovationPUNCHLIST.pdf
	Complete air balancing prior to occupancy.	Pre-Occupancy	
	Certify fume hoods using the ASHRAE 110 testing method and provide the test results to EH&S.	Pre-Occupancy	http://www.ehs.columbia.edu/fhPolicy.html
	Certify all biosafety cabinets using an approved vendor.	Pre-Occupancy	Vendors :TSS,ENS Services & Laboratory Safety Services
	Ensure that laboratory phone lines are activated.	Pre-Occupancy	
	Ensure that any emergency power off buttons are operational properly labeled.	Pre-Occupancy	
	Ensure that penetrations around electrical conduits, pipes and ducts are sealed.	Pre-Occupancy	
	Identify emergency power outlets and ensure that they are labeled as such.	Pre-Occupancy	
	Ensure that laboratory room numbers are posted.	Pre-Occupancy	
	Ensure that laboratory doors are self-closing.	Pre-Occupancy	
	Ensure that eyewash units have tepid water and adequate water pressure.	Pre-Occupancy	http://ehs.columbia.edu/eyewash.pdf
	Test and tag all safety showers and deluge hoses.	Pre-Occupancy	
	Mount fire extinguishers (10lbs ABC or 5lbs CO2) at the appropriate locations and required height.	Pre-Occupancy	
	Provide flame retardant curtains where necessary and submit the certification records to EH&S.	Pre-Occupancy	http://ehs.columbia.edu/BlackoutCurtains.pdf
	Install oxygen monitors in areas where cryogenics will be used or stored.	Pre-Occupancy	http://ehs.columbia.edu/OxygenDeficiency.pdf
	Install controlled substances storage cabinets where applicable.	Pre-Occupancy	
	Install compressed gas cylinder restraints where necessary.	Pre-Occupancy	
Install chemical spill kits on laboratory floors.	Pre-Occupancy		
Ensure that laboratory doors have hazard warning placards.	Pre-Occupancy	http://ehs.columbia.edu/SampleLabSignage.pdf	

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Group 2: Principal Investigator

Category	Task	Timeline	Comments
Chemicals	Segregate chemicals by hazard class and store in sturdy containers for transportation. Refer to this link for proper segregation.	Pre-Move	http://ehs.columbia.edu/chemSegChart.pdf
	Secure all controlled substances in a locked cabinet for transportation.	Pre-Move	http://ehs.columbia.edu/ControlledSubstancesPolicy.pdf
	Use packaging material such as newspaper to prevent glass containers from breaking.	Pre-Move	
	Do not transport waste containers to the new building.	During-Move	http://ehs.columbia.edu/5L.html
	Do not transport chemicals on public roadways except through routes approved by EH&S.	During-Move	
	Wear appropriate personal protective equipment when moving chemicals.	During-Move	
Radioactive Materials (RAM)	Conduct a wipe test on all potentially contaminated surfaces and equipment.	Pre-Move	
	Contaminated surfaces or equipment must be fully decontaminated prior to moving	Pre-Move	
	Dispose of all radioactive waste through EH&S.	Pre-Vacating	http://vesta.cumc.columbia.edu/ehs/radioactivewastepickup/
	Contact EH&S for RAM laboratory clearance.	Pre-Vacating	
Laser			http://ehs.columbia.edu/LaserRegistrationForm.pdf
	Contact EH&S to ensure that your Laser registration will be amended to reflect your new location.	Post-Move	
Laboratory & Equipment Decontamination	Refer to the "Laboratory Vacating Procedures" for detailed information on vacating a laboratory.	Pre-Move	http://ehs.columbia.edu/vacatingProceduresMS.pdf
	Laboratory and equipment decontamination should occur after the removal of all chemical, biological and radioactive materials.	Pre-Move	http://www.ehs.columbia.edu/LabEquipClearance.html
	Empty and wipe down fume hood surfaces with the appropriate cleaning agent. The cleaning agent will depend on what was used in the fume hood.	Pre-Move	
	Decontaminate biosafety cabinets with formaldehyde or hydrogen peroxide gas prior to moving.	Pre-Move	
	Decontaminate other work surfaces and pieces of equipment within the laboratory prior to vacating. Hazards present must be considered for proper decontamination.	Pre-Vacating	
	Clean out and decontaminate cold rooms and other storage areas outside of the laboratory. Hazards present must be considered for proper decontamination.	Pre-Vacating	
	All equipment must be cleared by EH&S prior to moving or disposing.	Pre-Vacating	

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Hazardous Waste Disposal			
	Dispose all sharps in properly labeled sharps containers.	Pre-Vacating	
	Autoclave and dispose of biological waste in appropriate containers.	Pre-Vacating	
	Securely tape all glassware recycling boxes and place in hallways for disposal.	Pre-Vacating	
	Remove all bench top covers and liners from work surfaces and place in appropriate waste containers prior to decontamination. Consider the hazard present for proper disposal.	Pre-Vacating	
	Dispose of unwanted, unknown or leaking chemicals as hazardous waste.	Pre-Vacating	http://ehs.columbia.edu/5L.html
	Label all chemicals identified for disposal.	Pre-Vacating	http://ehs.columbia.edu/5L.html
	Submit an online Chemical Waste Pick-Up Request Form for hazardous waste supplies or removal prior to vacating areas.	Pre-Vacating	http://vesta.cumc.columbia.edu/ehs/wastepickup/
Clearance Request & Housekeeping			
	Contact Facilities for additional trash receptacles or EH&S for additional hazardous waste containers or supplies.	Pre-Move	Contact number: 4-2222
	Remove all chemical, biological, and radiological materials from laboratory areas prior to vacating.	Pre-Vacating	http://ehs.columbia.edu/vacatingProceduresMS.pdf
	Thoroughly clean laboratory areas to assure removal of all hazardous materials.	Pre-Vacating	
	Complete and return the "Laboratory Vacating Procedures Form" to EH&S before clearance can be issued.	Pre-Vacating	http://ehs.columbia.edu/vacatingProceduresMS.pdf
	No items or pieces of equipment may be left in hallways except glass recycling boxes and Stericycle containers.	Pre-Vacating	
Cylinders			
	Contact compressed-gas vendors/suppliers and arrange for the transportation of cylinders to new building and the return of empty and unwanted cylinders.	Pre-Move	
	Ensure that cylinder regulators are removed and valves are fully closed and capped prior to moving.	Pre-Move	
GROUP 3: Environmental Health & Safety			
Category	Task	Timeline	Comments
Chemtracker			
	Identify the stockroom that will service the NWC building.	Pre-Move	
	Ensure the correct commodity code is selected for each purchase made.	Pre-Occupancy	
	Identify locations for the storage of Chemtracker yellow bins.	Pre-Occupancy	
	Update laboratory chemical inventories to reflect new laboratory locations.	Post-Occupancy	

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Laboratory Safety & Hazardous Materials	Schedule and coordinate laboratory clean-out activities with PIs prior to vacating their old laboratories areas.	Pre-Move	
	Ensure that laboratory equipment are free of hazards prior to disposing or transporting to another location.	Pre-Move	
	Ensure that laboratories are free of hazards prior to PIs vacating or Facilities entry for renovation.	Pre-Move	
	Walk-through vacated laboratory areas with PIs or laboratory students to ensure that all items are accounted for before final clearance.	Pre-Move	
	Post clearance signs or stickers on cleared equipment and laboratory doors.	Post-Move	
	Contact Facilities for removal of freon from refrigerators before disposal.	Post-Move	
	Ensure that cleared laboratories are locked to prevent unauthorized entry.	Post-Move	
	Provide waste collection containers to all laboratories.	Pre-Occupancy	
	Ensure that excess regulated medical waste bins, hazardous waste containers and other supplies are readily available.	Pre-Occupancy	
	Create new PIs laboratory folders.	Pre-Post Occupancy	
	Welcome new PIs and provide EH&S "Welcome Packet".	Post-Occupancy	
Radiation Safety	Clear RAM decontaminated laboratories, work surfaces and pieces of equipment within the old laboratory areas.	Pre-Post Move	
	Deface any radioactive material signs or markings from laboratories and pieces of equipment once cleared.	Post-Move	
	Transport radioactive waste from laboratories to the waste room.	Post-Move	
Laboratory Weekly Services	Hazardous Waste Collection.		
	Solvent Recycling Program.		
	Regulated Medical Waste Service Schedule.		
Laboratory Postings	Glass Grids.	Pre-Occupancy	
	"No Smoking" Signs.	Pre-Occupancy	
	Eyewash Signs.	Pre-Occupancy	
	Fume Hood Certification Stickers.	Pre-Occupancy	
	FDNY Preventive Measures.	Pre-Occupancy	
	Wall Guides.	Pre-Occupancy	
	5 Ls of Hazardous Waste Management.	Pre-Occupancy	
	Radioactive Waste Disposal Guide (where applicable).	Pre-Occupancy	
	Chemical Segregation Charts and Storage Stickers.	Pre-Occupancy	
	Emergency Contact Stickers on Equipment in Common Areas.	Pre-Occupancy	
	Emergency Numbers on Phones and Laboratory Doors.	Pre-Occupancy	
Oxygen Deficient Atmosphere Signs.	Pre-Occupancy		
Refrigerator Signs.	Post-Occupancy		