



## Laboratory Moves and Close-outs Standard Operating Procedure (SOP)

1. PIs must submit amendments to Biosafety Protocols to document new laboratory locations, to close-out old locations and /or to transfer biological materials to a new PI. The amendment form is located on the Biosafety webpage: <http://www.augusta.edu/services/ehs/biosafe/>
2. All equipment must be decontaminated prior to removal from the laboratory using a disinfectant appropriate for the agents used in the laboratory.
3. Biosafety Cabinets (BSCs) may need to be decontaminated using formaldehyde gas decontamination of HEPA filters and/or wrapped prior to relocating or going to surplus. Contact Dewey Jones (706-721-6124) to determine the method of decontamination needed and to arrange for this service.
  - a. Any BSCs to be relocated must be identified to Dewey Jones (706-721-6124 or [dewjones@augusta.edu](mailto:dewjones@augusta.edu)) and/or the Biosafety Office (706-721-2663 or [BIOSAFETY@augusta.edu](mailto:BIOSAFETY@augusta.edu)) and the new proposed location information provided.
  - b. The Biosafety Office and Dewey Jones must perform a **site assessment** of the new location to ensure the location complies with the CDC and NIH standards (must be away from doors, away from traffic areas, other air-disruption equipment and supply ducts which may disrupt airflow; with sufficient clearance to perform maintenance and proper function).
  - c. Once moved, all BSCs must be recertified before re-use. Contact Dewey Jones (706-721-6124) to schedule.
4. All biologicals should be well-contained in sealed, leak-proof durable closed containers prior to removal from the laboratory. If shipping biological materials to a new location, the shipper will need to have completed shipping training (provided by the Biosafety Office) and the shipments will need to be packaged appropriately.
  - a. All biological materials must either be:
    - i. Destroyed, or
    - ii. Disposed of properly as biological waste (to request additional biowaste containers call 706-721-2434), or
    - iii. Transferred out of your laboratory to a new laboratory, new off-campus location or to a new PI.
  - b. To maintain the integrity of any biological materials that will remain in storage (i.e. in freezers) during relocation:
    - i. Remove all breakable items from equipment.
    - ii. Secure tubes and loose objects in lidded boxes/containers to prevent loss, opening or spreading of items.
    - iii. Pack empty spaces in freezers with foam rubber, cardboard or newspaper to prevent shifting during moving. Consider some equipment may have to be placed on its side.
    - iv. Secure the doors of the equipment closed to prevent inadvertent opening during moves (lock or packing tape).
    - v. Decontaminate the outside of the equipment using a disinfectant appropriate for the agents used in the laboratory.
  - c. Drain and decontaminate incubators, if they are to be moved.
5. All remaining equipment and surfaces in the old laboratory areas must also be decontaminated using a disinfectant appropriate for the agents used in the laboratory.
6. The Biosafety Office should be notified when all of these procedures have been completed so that we can provide clearance for the old laboratory. This form will need to be completed jointly with the Chemical Safety Office [https://www.augusta.edu/services/ehs/chemsafe/documents/lab\\_clearance\\_form\\_2016.pdf](https://www.augusta.edu/services/ehs/chemsafe/documents/lab_clearance_form_2016.pdf)
7. Once laboratory is set up (equipment in place, biohazard waste containers ready to go, BSCs certified), please make arrangements with the Biosafety Office for a Laboratory Assistance Visit.