

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

### Contents

1.0	Moving your Chemical Safely.....	1
2.0	Service Performance .....	2
3.0	General Technical Services Requirements.....	7

### 1.0 Moving your Chemical Safely

After Institute's move date is finalized, the institute move coordinator should consult with the Division of Environmental Protection (DEP) at least 4 to 6 weeks for guidance.

DEP may provide small laboratory chemical move services (at no additional charge) thru the Chemical Waste Services (CWS) provided the move can be accomplished within 4 hours' time period. Contact DEP at 301-496-7990 for more information.

For larger moves, the institute move coordinator shall work with the institute's acquisition personnel to procure a chemical relocation contractor. A list of contractors that are qualified to perform laboratory chemical move services can be obtained from the [GSA Advantage web site](#). (see Professional Services-Environmental Services Category). Recommended "Performance Service Requirements" is provided below in Section 2.

#### **Before the Move:**

- Planning:
  - Consult with the Division of Radiation Safety (DRS) at 301-496-5774 for moving/transporting Radioactive Materials and the Division of Occupational Health and Safety (DOHS) at 301-496-2346 for Biohazardous Materials.
  - See also [Moving Your Laboratory Safely](#)

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

- DOWNSIZE your chemicals:
  - Call CWS at 301-496-4710 to schedule and request pick up service for chemical wastes. TIP - call the CWS to schedule weekly chemical waste pickups well in advance of chemical move (at least 4 to 6 weeks prior to the chemical move date) in order to avoid overwhelming of the CWS.
  - Share your excess chemicals that might not have shelf space or storage room at your new location within your institute in order to reduce moving cost.
  - Give your unwanted unexpired chemicals to DEP/CWS for posting on the NIH Surplus Chemical Redistribution Program. See [NIH FreeStuff website](#)
  - Do not transfer your chemical waste containers to your new location.
  - Make sure that all chemical waste containers/carboys are labeled properly. See [NIH's Waste disposal guide](#) for more information.

### After the Move:

- Perform final lab walk through to make sure all chemicals have been moved to your new location or removed as chemical waste. Call CWS for any unwanted chemicals including detergents, disinfectants, cleaners, etc. that were left behind for pickups.
- Notify the DEP's Environmental Compliance Branch at 301-496-7775 of lab move for chemical clearance and decontamination.
- For information about Laboratory Clearance contact the Division of Occupational Health and Safety (DOHS) at 301-496-2346.
- For information about laboratory and Equipment Clearance used for handling radioactive material contact the Division of Radiation Safety (DRS) at 301-496-5774.
- Request new chemical waste containers and containment pans from CWS for your new lab and properly label all waste containers according to [NIH's Waste Disposal Guide](#).

## 2.0 Service Performance

*Upon the project officer's request, the contractor shall provide either directly or through subcontractor, the complete chemical moving services that meet the following performance criteria:*

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

### **2.1 Location**

The Contractor shall provide Chemical Move Services at NIH main campus or from- and to- the NIH Main Campus from- and to- off-site installations.

**NOTE: Contact the NIH DEP at 301-496-7990 for a list of the NIH off-site facilities**

### **2.2 Overall Chemical Move Services Requirements**

Independently, and not as an agent of the Government, the Contractor shall furnish, all labor, materials, vehicles, equipment, licenses, permits, insurances, subcontracts, management, expertise and other resources necessary to safely sort, package and transport government owned chemicals between locations on NIH installations located in Maryland, Virginia, and the District of Columbia.

An excellent contractor organization and means of communication shall be required to ensure the requirements are met. The Contract support teams must be both productive and efficient in delivery of services. All NIH contracts shall be treated with the highest levels of professionalism especially when directly interacting with NIH staff in the workplace as well as with researchers in the laboratories.

2.2.1 The required services include the following:

- Provision of all required equipment and supplies: vehicles to transport chemicals, packaging materials, shipping containers, DOT labels, forms and all other materials, supplies and equipment necessary to move the chemicals.
- Preparation of all Container Content Sheets and Bill of lading for hazardous materials when shipped over public highways. Roads on the Bethesda Campus of the NIH are not considered "Public Highways" and do not require shipping papers.
- Inspection of the chemical containers to be moved at the work site to ensure containers integrity and proper labeling. Separation of prohibited chemicals from those to be moved.

2.2.2 Laboratory Chemical Packaging, Labeling and Transporting:

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

- Sorting of chemicals to ensure that incompatible chemicals (e.g., acids and bases, oxidizer and flammable liquids, etc.) are segregated and packaged separately.
- Preparation of itemized inventory of chemicals when moving to- and from- off-site NIH Facilities. Also, a record of the total number of lab pack containers to be transported from the old location to the new location on Attachment 2.
- Safe transportation and delivery of the packaged chemicals from old location to the designated NIH installations.
- The removal of empty shipping containers within 2 working days, upon customer's request.
- Below is an example of the chemical move process:
  - a) The institute notifies the contractor four to six weeks prior to the chemical move.
  - b) The contractor visits the laboratory group/s and reminds the laboratory staff of their responsibilities in the move process. After visiting laboratories, the contractor provides an estimate of the cost to the Project Officer.
  - c) The Project Officer provides the confirmed chemical move schedule to the contractor two weeks prior to the chemical move. During emergency, the contractor shall provide the required services with 24-hour notice from the Project Officer.
  - d) The contractor shall perform all packaging, labeling and transportation activities in compliance with all Federal, State and Local laws, codes, ordinances, regulations, and operating permits.
  - e) The contractor starts segregating and packaging the chemicals based on chemical compatibility at the designated location. Bottles shall be cushioned with

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

packing material and then placed into a shipping container.

**NOTE: Vermiculite shall not be used as Cushioning Materials. Cushioning Materials must be Compatible with chemical bottles being wrapped.**

- f) The container shall be labeled properly including the hazard class, old location, new location, and contact person's name (Attachment 2, Label to be affixed to each shipping container)

The contractor prepares self-adhesive labels (See Attachment 2) and affixes them to each shipping containers of chemicals along with the required DOT labels.

The contractor completes the inventory form (See Attachment 2) of number of containers being packed to move. The Institute staff signs the form before contractor leaves to transport chemicals and after delivery, to receive chemicals at new destination.

For moves to- and from- the off-campus installations, the contractor shall fill out Container Content Sheets to include the name of chemical, the quantity, type of the container holding the chemical (e.g., plastic or glass for each lab pack container), Attachment 2 and the Bill of Lading per Department of Transportation (DOT) shipping requirements.

The contractor shall provide all materials and supplies required for packaging and shipping chemicals, including labels, Chemical Contents Sheets, DOT required shipping forms, the Bill of Lading etc. All transportation and storage containers purchased and used by the Contractor shall meet applicable DOT regulations.

The contractor crew shall only use designated elevators for the movement of shipping containers between building floors.

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

- g) Researchers unpack the containers and call the contractor to pick up the empty containers and packaging material. The Contractor shall pick up the empty containers within two working days. The contractor shall reuse empty containers for the other chemical move.

**The Institute may request the contractor to unpack the chemicals.**

### 2.2.3 **Transportation of Radioactive Materials or Contaminated Radioactive Materials:**

The contractor shall **not** handle, pack, or transport any Radiological materials or any contaminated radioactive materials.

### 2.2.4 **Transportation of Biohazardous Materials or Contaminated Biohazardous:**

The contractor shall **not** handle, pack or transport any Etiologic agents, microbiological cultures or other items affixed with Biohazardous Symbols.

### 2.2.5 **Temperature Sensitive Chemicals:**

Some temperature sensitive chemicals will require special shipping and delivery arrangements. The contractor shall provide insulated shipping containers. Researchers may pack their own chemicals. The contractor shall place the required hazard label and the completed Attachment 2 onto the insulated shipping container, record the total number of shipping containers on Attachment 2, and transport the packed chemicals at the new location.

### 2.2.6 **Transportation of Chemicals stored in Cold Rooms or Refrigerators:**

The contractor shall provide dry ice boxes or insulated shipping containers. Researchers may pack their own cold room chemicals. The contractor shall place the required hazard label and the completed Attachment 2 on to containers, record the total number of shipping containers on Attachment 2, and transport the

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

packed chemicals to the new location

### 2.2.7 Prohibited Items to be Moved:

The contractor shall **not** move or handle any of the following items (if in doubt, call DEP at 301-496-7990):

- Items with an affixed NIH Chemical Waste Tag, an EPA Hazardous Waste Label or any other markings or labels indicating that the items are waste.
- Damaged containers and containers with missing lids or unsecured caps and unlabeled chemicals.

### 2.2.8 Delivery and Acceptance of Chemicals:

After packing all the chemicals and preparing all the required forms and before transporting packed chemicals to new location, the contractor shall obtain a signature from the researcher or the Project Officer on the Attachment 2, to authorize delivery of chemicals. After transporting all shipping containers, the contractor shall again obtain a signature for acceptance of delivery from either the researcher or the Project Officer.

### 2.2.9 Execution of Shipping Papers:

Before moving chemicals between non-contiguous installations, the contractor shall submit copies of Container Content Sheets, Attachment 2 and the bill of lading papers to the Project Officer or the designated representative for review and authorization.

## 3.0 General Technical Services Requirements

### 3.1 Chemical Transportation Requirements

The contractor shall provide a sufficient number of personnel and vehicles to complete the chemical move tasks within the required scheduled time. When transporting chemicals, the contractor shall comply with the following general requirements:

- All necessary stickers, permits and licenses required by Federal,

# **LABORATORY CHEMICAL MOVE GUIDELINES**

## **Division of Environmental Protection (DEP)**

State and Local regulatory authorities for the transportation of hazardous materials under this contract.

- Each vehicle shall be equipped with appropriate spill control and clean-up supplies. The contractor shall ensure that all vehicles minimally contain the emergency equipment as specified in Title 49 CFR Section 393.95.
- While on NIH installations, the contractor vehicles shall be parked only in areas designated for such vehicles by the NIH Police.
- Drivers shall not drink, eat, or smoke while operating vehicles on NIH installations nor drive while under the influence of alcohol or drugs.
- Chemicals transported within the boundaries of the NIH campus do not require DOT shipping papers.

### **3.2 Personnel**

Qualified personnel shall be provided by the contractor to accomplish the tasks listed herein. All contractor personnel involved in handling, sorting, packaging, shipping, loading and unloading chemicals and preparation of DOT shipping papers must be capable of reading and understanding hazard communication labels and be aware of the hazardous properties of the chemicals and be able to properly segregate hazardous materials.

### **3.3 Health and Safety Protection Performance Standards**

The Contractor shall provide a Health and Safety Plan for their employees which, provides all necessary insurance, safety equipment, appropriate health and safety training and personal protective equipment (PPE) for work performed under the Contract. The contractor shall enforce the requirements outlined in their Health and Safety Plan.

### **3.4 Traffic Regulations**

The contractor shall consult with the Project Officer to determine all applicable parking and traffic restrictions and instruct his personnel thereof.



# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)

### **3.5 Security Requirements**

The contractor shall take precautions to ensure that the security of all NIH personnel, research programs, facilities, property, data, record and materials are not jeopardized by contract operations.

While working on NIH installations, all contractor employees shall wear identification badges and contractor's insignia on their uniforms and lab coats. NIH identification badges, keys and card keys issued to the contractor employees shall be immediately surrendered to the Project Officer upon termination of employment at the NIH. Losses of such items shall be promptly reported to the Project Officer.

### **3.6 Insurance Requirements**

The contractor shall maintain adequate insurance coverage for all activities performed and environmental impairment liability insurance covering potential spills and releases of hazardous materials. Prior to performing work on NIH installations, the contractor shall furnish the Project Officer with copies of insurance binders demonstrating possession of the required insurance coverage.

## ATTACHMENT 1

### Example List of Laboratories Moving to New Location

Institute: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Move Date	Researcher's/ Name	Current Bldg./Room	Storage or Cold Room (List Below)	Current Phone	New Location	New phone
XXXX	John Doe	X / 101		5-5555	Y / 202	6-6666
XXXX	John Doe	X / 103		5-5555	Y / 202	6-6666
XXXX	John Doe	X / 105		5-5555	Y / 204	6-6666
XXXX	John Doe	X / 110		5-5555	Y / 205	6-6666

# LABORATORY CHEMICAL MOVE GUIDELINES

## Division of Environmental Protection (DEP)


### ATTACHMENT 2

#### Example of Chemical Move Inventory Form

Institute \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

From: Building/ Room Number \_\_\_\_\_

To: Building/ Room Number \_\_\_\_\_

Number of Containers Packed by Contractor \_\_\_\_\_

Packed by: Name \_\_\_\_\_

Number of Containers from Cold Room \_\_\_\_\_

Packed by: Name \_\_\_\_\_

Number of Original shipping Containers containing Chemicals \_\_\_\_\_

Number of Containers Packed by Researcher \_\_\_\_\_

Packed by: Name \_\_\_\_\_

Total Number of Items (containers, boxes etc.) To be Delivered \_\_\_\_\_

**Authorized to Deliver from Old Location to New Location By** \_\_\_\_\_

**Delivery Accepted at New Location By** \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_