Georgia State University
Office of Research and Environmental Safety
Checklist for Chemical Move

The Office of Research and Environmental Safety (RES) will work with laboratory personnel to help facilitate any move involving chemicals. While RES will work closely with each laboratory and supervise the chemical move, it is ultimately up to each individual laboratory to understand the responsibilities and liabilities involved with moving the laboratory.

To ensure a safe and streamlined laboratory move, please make sure the following are completed PRIOR to moving.

- The Office of Research and Environmental Safety must be contacted at least 60 days prior to the desired move date. This will allow ample time to meet with the chemical moving company and go over logistics for the move.
- Training records for all laboratory personnel must be submitted to the Office and Research and Environmental Safety. Laboratory training must be current for all staff, including PI, graduate students, and any other laboratory personnel.
- A current Chematix inventory list must be submitted.
- It is the duty of the laboratory to make waste determinations for the laboratory. All waste must be segregated away from the chemicals that will be moved.
- Expired chemicals are considered waste and will not be moved.
- Chemicals that are to be moved must be properly segregated according to compatibility.
- Keys for the new laboratory location must be provided by the laboratory group in advance of the move.
- Laboratory PI, as well as, any pertinent staff must be available for a final walkthrough at least one week prior to the desired move date.

To set up a laboratory move, or for general questions concerning moving chemicals, please contact the Office of Research and Environmental Safety at 404-413-3540 or eprograms@gsu.edu.

By signing below I hereby agree to the terms spelled out by the Office of Research and Environmental Safety regarding moving chemicals between laboratories.

________________________________________  ______________________
Print Name  Date

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Signature