

# RELOCATING LABORATORY EQUIPMENT

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If you take lab equipment out of the lab for any reason, you **must** make sure it is clean of chemical, biological, or radiological contamination. This applies whether you are:

- Moving it between labs;
- Sending it off to be serviced or repaired;
- Placing it in long term storage; or
- Removing it from campus permanently.

Equipment being relocated must move through public corridors and outside areas; equipment being repaired or disposed is being transferred to service or disposal personnel unfamiliar with your lab and its hazards. In all cases, you are responsible for protecting others from unknown contamination.

Equipment must be **fully decontaminated** before you remove it from the lab. If you are moving equipment between labs on campus, follow your department's recommended practices to decontaminate the item. If the equipment is heavy, contact Facilities Management (410-516-8063) to arrange for the transfer.

If you are sending equipment off the Homewood Campus for storage, maintenance, or use at another JHU site by Homewood personnel, you **must** notify the Department of Health, Safety, and Environment (HSE) by sending an email to [HSEinfo@jhmi.edu](mailto:HSEinfo@jhmi.edu). Inform them what equipment is being sent off, to whom, by what shipping method, how the equipment was decontaminated, and how it was verified that the decontamination worked.

If a service facility has its own clearance procedures and forms; follow them. Note that shipping contaminated materials is illegal (unless you ship them as hazardous materials and declare the contamination). If an incident results from your negligently shipping contaminated equipment, **you can be sued, fined, and/or jailed**. The US Department of Transportation is very aggressive in pursuing those who ship hazardous materials as nonhazardous.

Contact Dr. Dan Kuespert, Laboratory Safety Advocate,  
at 410-516-5525 or [dkuespert@jhu.edu](mailto:dkuespert@jhu.edu) for  
more information about this JHU Safety Note.

## Not Rocket Science: A JHU Safety Note

If the equipment is leaving campus for sale, permanent transfer to another organization (even within JHU), or disposal, the equipment **must** be formally cleared by HSE. Contact HSE at 410-516-8798 to arrange for clearance to transfer the equipment.

### SEE HSE POLICIES

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- [HSE810 - Laboratory Equipment Clearance Policy](#)
- [HSE501 - Bloodborne Pathogen Exposure Control Plan](#)
- [HSE904 - Procedures for Using Radioactive Materials](#)

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