Barry – as discussed, here is the email for MSE folks. Please distribute. Thanks!

Hello Faculty, Staff, and Students,

As you all prepare for your moves from the Materials Science building into Wilsdorf and Thornton, EHS has some guidance that will help make this a smooth transition and help us to help you in the most efficient way possible. We understand that this will be a busy time for all, and so Barry and I have discussed the following timeline. Please let me know if you have any questions or concerns.

From now until May 15th:

- Conduct an evaluation of your chemical inventory. If you have anything you would like to dispose of (particularly if you have bottles that are old/cracked or chemicals you know you do not use), please submit a waste pickup request. If you have more than 20 bottles, please contact Clarissa so that we can arrange a separate pickup.
- Moving to Wilsdorf?
  - You may take hazardous waste and sharps containers with you to your new space since you can move materials through the link. But, if waste container is mostly full, or from an old waste stream, please submit a pickup request and get new ones delivered to Wilsdorf.
- Moving to Thornton?
  - Submit pickup request for all hazardous waste and sharps containers before your move date, and request new ones.
  - Request pickup of current gas cylinders through Gas Contractor, and request new delivered to Thornton space.

May 15-June 13th:

- Moving to Wilsdorf?
  - Carefully transport your own chemicals through the link (utilizing a cart, secondary containment, and not transporting incompatibles at the same time (ex: acid and base in the same tub)). If you feel you cannot move something safely, let EHS know.
  - If you have chemicals that will be stored in Thornton during the renovation, let Barry know so that we can coordinate EHS Chem Waste Group transporting them to Thornton.
  - Compressed gases may be moved from building to building through the link.
  - If you have a gas that you do not plan to use in your temporary space, arrange pick-up from Gas contractor – they cannot remain in MSE. If you have a specialty gas, let EHS know and we can assist with transfer to Thornton for you (or moved to Wilsdorf regardless depending on guidance from Barry).
- Moving to Thornton?
• Chemicals must be transported to Thornton by EHS Chem Waste Group. It would be preferable to do this in one afternoon from all the labs requiring this assistance. Please email Clarissa with preferred date prior to May 15th for planning purposes.

• General Guidance
  o Check drawers, cabinets, shelves, fume hoods, cup sinks, around general sinks, etc. for sharps, chemicals, needles. This includes any ‘cleaning’ items left under the sinks, like bleach.

  June 14th:
  All MSE labs must be empty of any Hazardous Materials; sharps, chemicals, waste, compressed gases, etc. EHS Lab Safety will begin conducting walkthroughs and check all areas in lab for hazards in order to decommission each lab space prior renovation. We will sign-off on each space once it has been cleared.

  July 5th:
  Target date for all spaces to be turned over for renovations.

Please let me know if you have questions or concerns. We hope to help you make a smooth transition.

Thank you,
Clarissa

Clarissa Lynch
Chemical Safety Officer

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Environmental Health and Safety