

Communication of space and equipment requests

1. *Initial communication:* Faculty will request laboratory move in writing to chair of Space Committee, and to Biology Department Chairs. That request should include: Present laboratory space occupied. Laboratory space requested. Reasons for move.
2. *Initial meeting:* Faculty will request meeting with Space Committee Chair and Biology Department Chairs to discuss laboratory move request, and discuss process of preparing the lab to be occupied, and process for inventory of equipment and chemicals, and handling of any hazardous materials or hazardous waste. Discussion of timeframe for that move if approved, considering inventory, and handling of hazardous materials or hazardous waste, as part of that timeframe.
3. *Inventory of present laboratory.* Faculty will prepare inventory of equipment, chemicals and other supplies for transfer from present space. Space Committee faculty member with current Hazardous training will prepare inventory of any hazardous materials as “Hazardous Material” or “Hazardous Waste”. Removal of “Hazardous Waste” will be handled by the Environmental Health and Safety Department; removal of non-hazardous waste will be handled by Space Committee.
4. *Initial preparation of destination laboratory.* Space Committee will inventory the destination laboratory for equipment, chemicals and other supplies. Space Committee faculty member with current Hazardous training will prepare inventory of any hazardous materials as “Hazardous Material” or Hazardous “Waste. Removal of hazardous wastes will be handled by the Environmental Health and Safety Department; removal of non-hazardous waste will be handled by Space Committee.
5. The Space Committee will meet with faculty and Department Chairs to discuss inventory lists. These will include equipment, chemicals in each laboratory, and which items on each list requested for continued use by the faculty moving into the destination lab. Part of that discussion will include which “Hazardous Material” in vacated lab, and in destination lab, is suitable for continued use in destination laboratory, including a plan to properly transfer and store that “Hazardous Material” in the destination lab. Plan to remove any residual “Hazardous Material” from both spaces will also be established at this time.
6. *Final preparation of vacated and destination lab preparation.* Surplus of equipment, chemicals and other non-hazardous supplies will be handled by Space Committee. Removal of any “Hazardous Material” will be completed by member of the Space Committee and in consultation with the Environmental Health and Safety Department. Any other modifications or cleaning of laboratory will then be recommended by the Chairs of the Biology Department. Following modifications and cleaning, the Space Committee and Department Chair will meet to assess readiness of laboratory, and faculty will be notified that they may move into that space.
7. Inventory of vacated laboratory will be confirmed by Space Committee for remaining equipment, supplies, and non-hazardous chemicals to remain in that laboratory, and considered

as surplus. Space Committee will meet with Department Chairs to decide on possible future use of that laboratory. Part of this discussion will result in a list of equipment and supplies that may be removed as surplus available to other faculty in the Department, or that should remain as inventory available to a future PI occupying that space. The laboratory will be off limits to Biology faculty during the relocation and afterwards. Once a new faculty has occupied the space and has indicated that specific equipment, supplies and chemicals are not wanted, those will be designated for surplus and made available for Biology faculty. This procedure will be parsed as "Equipment Redistribution" and "Chemicals Redistribution" as described in that document.