

LABORATORY/ PREPERATION ROOM RENOVATION CHECKLIST

- Get involved early on the planning stages of the renovation. Offer your best professional opinion as to what is needed in the renovation process (i.e. gas service, emergency cut off systems, additional lighting, leaks repaired) during the planning stages.
- Prioritize needs. It is likely that the initial requests and budget will be cut so it is important to make priorities known.
- UFT protocol meetings are held before every renovation. See your Chapter Leader and assistant principal for information. These protocol meetings ensure the safety of all during the process.
- Be aware of the time frame. Know what is happening and when.
- Consult with your assistant principal and have all old obsolete equipment and materials removed before renovation.
- Have all old, overstocked, chemicals removed and disposed of properly before the renovation.
- There is a Chemical Relocation Plan in place. Professionals will come to your school to pack, move and relocate chemicals during the renovation.
- Consult with your assistant principal and decide which chemicals, materials and equipment will be needed for classes during the renovation. Keep these in a place that is secure and accessible for use.
- Consult with your assistant principal and decide on a safe storage place (away from the renovation area) for the relocated chemicals.
- Encourage your assistant principal/ coordinator to work with the school administration and custodial staff to facilitate packing of equipment and materials and glassware.
- Clarify who will supply the cartons and packing materials to ensure the safety of equipment.
- You can expect to oversee, supervise, label and identify boxes and cartons and keep a log of these items and where they are stored.

WHAT YOU SHOULD KNOW ABOUT REQUIREMENTS FOR A LABORATORY RENOVATION;

- Laboratories are required to have minimum net floor area per occupant of 50 square feet. (Building code NYC)
- Prep rooms are required to have minimum net floor area per occupant of 100 square feet. (Building code NYC)
- Laboratories and Prep rooms should be provided a means of communication in case of an emergency.
- Ground Fault circuit interrupters should be installed within 6 feet of water sources.
- Ducted or ductless hoods should be provided to ensure proper ventilation.

- There is a Chemical Relocation Plan in place that addresses the issue of moving and relocating chemicals during the renovation process. Refer to your 2004 Lab Specialist Training Manual page 26 for further information.
- Frequently the only vented chemical storage cabinets installed is those that are located under the fume hoods. This space is usually not adequate to store all the chemicals that need to be stored in a vented cabinet. Additional chemical storage cabinets may be required.
- A flammable storage cabinet should be provided if one is not already present.
- Choose a seating arrangement that does not have students sitting with their backs to the instructor.
- Gas and electric access and shut offs should be properly labeled.
- The custodian is supposed to receive keys to all the cabinets and drawers that are in the lab and prep rooms.

CHEMICAL RELOCATION PROCEDURES

PURPOSE

To provide SCA Project Officers with a procedure for relocating chemical containers typically found in science laboratories.

RESPONSIBILITY

The SCA Project Officer must contact the Director or Manager of IEH whenever there are chemicals that require either relocation or disposal. The industrial hygienist (IH) assigned to the project will be responsible for providing an environmental consultant, hazardous waste (HAZMAT) contractor, supervision and coordination of the project. The project officer may direct the GC to engage in services of a certified HAZMAT contractor if it is deemed a more viable option. The laboratory specialist and chemical hygiene officer must be contacted by the IH to obtain pertinent information such as the chemical inventory and chemicals in unlabeled containers. The IH will endeavor to minimize the need to move the chemicals more than once (to the temporary storage area, and back to the original location). The IH must also keep the custodial engineer informed prior to and at the completion of the project. This coordination is necessary to reduce the potential for accidental spills or leaks, and to control project costs.

PROCEDURE

A. Project Initiation

1. The IH will initially contract the environmental consultant, who will review the chemical containers that are to be relocated. The environmental consultant shall also inspect the designated temporary storage area to determine if it is adequate for placement of the chemicals.
2. As part of the initial site visit, the environmental consultant will inform the SCA Project Officer if any of the following conditions in the existing chemical storage areas:
 - Rust/corrosion on metal cans
 - Broken/cracked glass

- Spills/leaks
- Crystals or other precipitates form around container lids
- Missing labels
- Prohibitive Chemicals

The environmental consultant shall provide recommendations to the Project Officer on the course of action to be taken if one or more of the listed conditions shall be removed from the facility for off-site disposal by the HAZMAT contractor. If any spills are evident in the existing storage area, the environmental consultant shall provide recommendations for additional action on a case-by-case basis. However, the primary course of action will be a clean-up of the storage area by the HAZMAT contractor.

B. Temporary Storage Area

1. The Environmental Consultant will inspect the designated temporary storage area for the following:
 - Temporary storage area is well ventilated.
 - Insure that shelving in flame cabinets are in good condition and secure. Cabinets must be flame resistant.
 - The temporary storage area must be on the existing fire detection system.
 - Adequate fire extinguishers are available in accessible locations.
 - Temporary storage area is large enough for proper storage of materials.
 - Temporary storage area can be secured and is a fire rated space.
 - Appropriate signage, indicating that hazardous materials are present, affixed to the entrance of the temporary storage area.
 - Obtain a permit for the space if it is not permitted by the fire prevention bureau.
2. The IH will inform the project Officer of any deficiencies in the temporary storage area so that corrective measures can be implemented.

C. Environmental Consultant and HAZMAT Contractor Training Requirements

1. Any consultant employee who is present at a project site to monitor chemical relocation must be certified for Hazardous Waste Operations and Emergency Response in accordance with 29 CFR 1910.120 (e) (3). Any contractor employee who is present at a project site to monitor chemical relocation must be certified for Hazardous Waste Site Operations and Emergency Response training in accordance with 29 CFR 1910.120 (e) (3). In addition, the on-site contractor supervisor must have completed 29CFR 1910.120 (e) (4) Management and Supervisor Training.

D. Project Execution

1. No chemical shall be mixed or combined within the same container in any way.
2. If chemicals are to be placed in boxes prior to relocation, they must be labeled to specifically reflect contents, and no incompatible chemicals are to be placed in the same box.

3. Any unlabeled containers shall not be moved until contents can be determined. If contents remain unknown, remove these items for off-site disposal.
4. Any containers in poor condition (see Item A.2) shall not be moved, remove these items for off-site disposal.
5. If a leak or spill occurs during chemical relocation, contractor will immediately take corrective action to first contain the material, then to begin clean-up and containerization.
6. The consultant and HAZMAT contractor shall maintain logs for the duration of the project.

E. Spill Clean-up Procedures

1. The environmental consultant shall immediately notify the project Officer and IH of a spill or leak that occurs during chemical relocation.
2. After informing the IH and Project Officer, the environmental consultant will notify appropriate regulatory agencies (if required) that a spill has occurred.
3. The IH and environmental consultant will be present during the entire clean-up project, and advise the Project Officer on any additional measures that should be implemented to allow occupancy of the facility (i.e., air sampling, wipe sampling, or similar “clearance” sampling).
4. The HAZMAT contractor will store all used clean-up equipment and spilled chemicals in labeled drums at a location designed by the Project Officer.
5. The environmental consultant will be responsible for submitting reports and other documentation to appropriate regulatory agencies after clean-up is completed.

F. Waste Disposal

6. The HAZMAT contractor will be provided a United States Environmental Protection Agency Hazardous Waste Generator Facility Identification Number (USEPA ID Number) by the SCA prior to removing any spilled chemicals or other materials for off-site disposal (USEDPA ID Number not required for petroleum products).
7. Waste removal will be monitored and confirmed at all times by the environmental consultant.
8. The IH or the environmental consultant will sign all hazardous waste manifests and related documents prior to removal of hazardous waste from a project site. The manifests (fully signed by generator, transporter, and disposal facility) must be maintained in project site files for five years. Copies of the manifests must also be given to the school’s chemicals hygiene officer and the custodian.

A. Project Completion

1. The environmental consultant will generate a project completion report to be submitted to the IH. This document will include a description of the work completed, logs and copies of waste manifests for off-site disposal of chemicals, if any.