



### **Hazardous Material Management and Waste Disposal**

All Hazardous and Universal Waste (H/U) issues shall be presented to the UNC Environment, Health and Safety Department (EHS).

Contacts are: Mike Long 919-962-5723

Steve Parker 919-962-5509

EHS Dept. 919-962-5507

All H/U waste shall be handled using applicable Federal and State laws, including EPA regulations codified in the 40 CFR. For assistance, contact EHS.

Contact EHS for a list of University approved disposal vendors, or visit our website at [www.ehs.unc.edu](http://www.ehs.unc.edu) for more information.

EHS requires a written plan to be submitted for approval at the beginning of the project that outlines which H/U wastes have been identified and the proposed disposal venues to be utilized.

Bills of Lading, Manifests and LDR'S must be signed by a representative of EHS for all shipments of hazardous or universal waste, excluding asbestos.

If you are unsure if you have a hazardous waste, contact EHS.

#### **a) Bulbs**

The following procedure is to be used for 4 and 8-foot fluorescent bulbs, High Intensity Discharge Bulbs (mercury bulbs), and U-Tubes.

- (1) Bulbs should be placed in manufactured boxes.
- (2) When you put the first bulb in the box, a Universal Waste label shall be placed on the outside of the box. Fill in contents and date.
- (3) When not actively putting bulbs in the box, the lid shall be closed and sealed.
- (4) Keep box inside, and away from any water.
- (5) EHS does not approve of the use of a fluorescent bulb crusher.

#### **b) Mercury Contaminated Materials**

- (1) All mercury contamination must be treated as hazardous waste and disposed of according to State and Federal regulations. All sink traps located within research buildings are suspected to be contaminated with some mercury. Immediately contact the UNC Environment, Health and Safety Department if and/or when these items are discovered for a copy of the University's Mercury Plumbing Removal procedure.
- (2) Contractor shall contact a reputable hazardous waste disposal firm for removal, shipping, and disposal needs. Mercury items shall be sent to a



facility within the U.S. for retort. This includes mercury containing switches, devices, and sink traps.

c) Ballasts: PCB and Non-PCB Ballast

- (1) PCB Ballasts shall be placed into UN approved 55-gallon drums for disposal, and shipped on a Hazardous Waste Manifest. Also, the lid on the drum shall be secured unless actively adding to the drum. There is a one-year time limit to dispose of the drum from when the first ballast went into it. A ballast is considered to be a PCB ballast if the label says it is, or the label does not say at all.
- (2) Non-PCB Ballasts will have “Non-PCB Ballasts” written on the ballasts. These should be placed in a separate drum, (UN Approved), for recycling. For larger quantities, use a 20y3, covered roll-off that you can send to the recycler.
- (3) When planning storage, keep in mind that a full ballast drum weighs approx. 700 pounds.

d) Broken Fluorescent Tubes

Fluorescent bulbs, HID’s, or U-tubes that are unintentionally broken, shall be placed into a UN approved poly drum. These are considered Hazardous Waste and should be treated as such due to the possible release of mercury vapors. When not actively adding to the drum, the lid shall be on, and secure. Also, the drum needs to have a label that says Broken Fluorescent Bulbs, and the date the first item was placed inside the drum. The one-year time limit for disposal applies to this waste as well.

e) Asbestos

See the construction specifications on Asbestos Abatement.

f) Lead Paint

- (1) Lead Paint waste from scraping, grinding, or peeling is considered hazardous waste and shall be stored in a UN approved drum with the lid securely fastened. This drum must be labeled as Lead Paint Chips and locked in an area away from public access.
- (2) Core samples from suspected Lead Based Paint containing materials such as walls, windows, doors, and door casings shall be taken prior to demolition and sent for TCLP analysis. An EHS representative shall be present for any sampling activities.
- (3) All sampling results shall be sent to EHS for proper waste disposal determination.

g) Miscellaneous chemicals

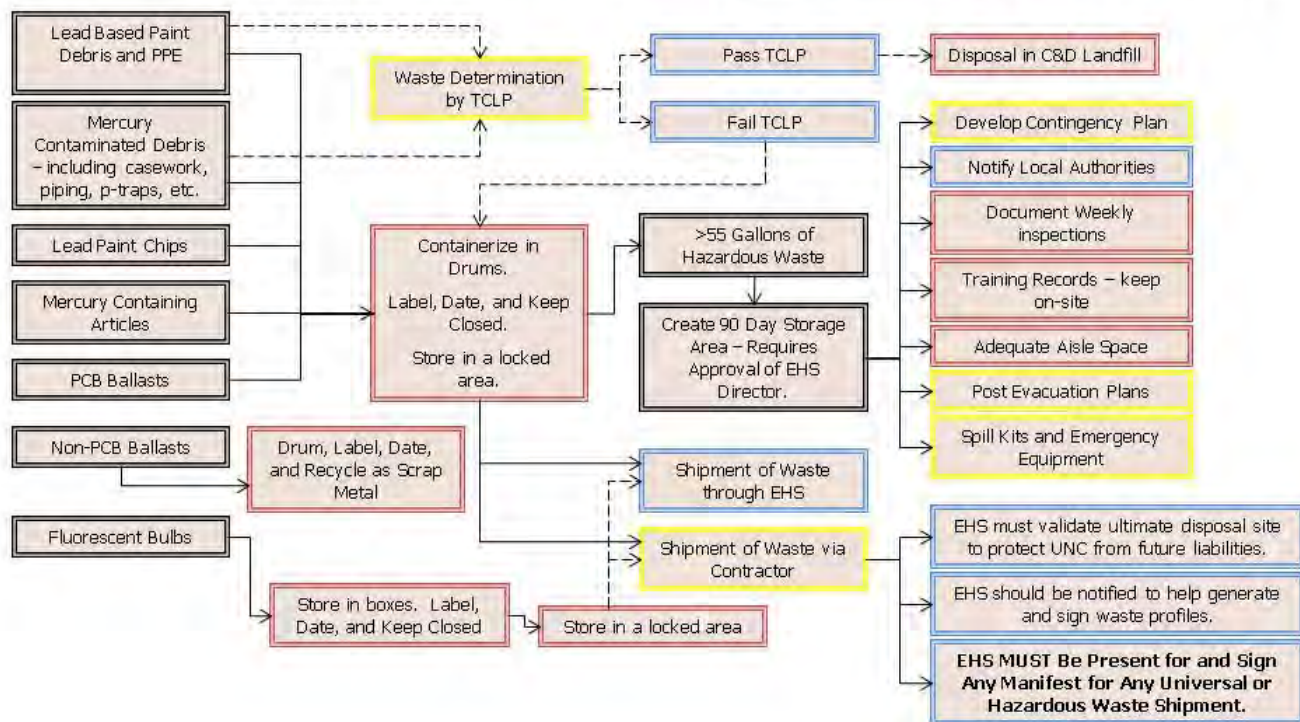
Any chemicals found during demolition shall be handled as hazardous waste. Examples include: cylinders, bottles, cans with liquid, spill clean-ups etc.



\*\* When in doubt, contact EHS at 919-962-5507 or Mike Long at 919-962-5723.

\*\* Do not ship any Hazardous/Universal Wastes without EHS notification and approval.

## Hazardous and Universal Construction Waste Process



Contact Michael Long at 962-5723 or [mdlong@ehs.unc.edu](mailto:mdlong@ehs.unc.edu) with questions.



## **LEAD BASED PAINT MANAGEMENT FOR RENOVATIONS/DEMOLITION OF EXISTING BUILDINGS**

All renovation projects must be reviewed by the Department of Environment, Health & Safety (EHS) prior to starting them.

For large capital projects, EHS can provide information on preliminary building lead assessments. However, a complete lead assessment must be completed as part of the building renovation by a contractor certified to perform lead assessments.

For small projects, the EHS Office can test surface finishes for lead content. Facilities Services should complete the form “Request for Lead-Based Paint Inspection”, when requesting a survey for Lead-based Paint (LBP).

A copy of the completed assessment reports shall be sent to EHS.

Contractors hired to remove LBP from university buildings shall submit a written abatement plan that must be reviewed and approved by the Department of EHS prior to beginning paint removal. The plan should address the following:

- h) An overall time table
- i) Specifications of abatement methods
- j) Containment of lead dust & debris
- k) Protection of workers
- l) Clean up during and after abatement
- m) Waste management and disposal

The Department of Environment, Health & Safety (EHS) must inspect and approve the containment area before abatement work begin, and, may inspect and perform air monitoring during and after the completion (final clearance) of the abatement project.

If an outside IH firm is hired to perform air monitoring, a copy of all monitoring activities must be submitted to the Department of Environment, Health & Safety.

Lead contaminated waste generated during the abatement projects must be disposed of as hazardous waste through the Department of EHS.



## MOVING PROCEDURES FOR BOND PROJECTS

### n) Organizing a Move

To ensure a smooth transition to a new location, every aspect of the move should be planned in order to eliminate confusion for the movers, new occupants, and neighboring departments. This requires close attention to details such as building access, parking, elevators, keying, communications, mail service, hazardous materials, surplus property and the ordering of new furniture. The following is a brief summary of the procedures required to perform a departmental move in an organized and coordinated manner.

#### (1) Appoint Department Move Coordinator for all moves:

This person will ensure the many details affecting the move are handled. For small moves this job can be managed on a part-time basis, but for large “whole building” moves a person that can devote full time to the process would be preferred. In either case the coordinator must have the full support of the Dean or Department Head.

#### (2) Create Move Plan:

The Facilities Planning and Construction Project Manager will create documents that will list all of the tasks involved in the move and create a plan and timetable for accomplishing each task. For complex moves these items can be put on a Gantt chart to help the Coordinator visually check the progress of each facet in relation to the total move (See Attachment C). Facilities Planning and Construction will prepare this since it is imperative that the move schedule be coordinated with remodeling and building schedules.

#### (3) Establish scope of the move and select a moving company:

Once all of the requirements of the move are determined, they should be sent to Purchasing on a requisition form. Upon receipt of the requisition, Purchasing will start the bid process. This process takes a minimum of 30 days and consists of the following steps:

- (a) Notification of prospective bidders.
- (b) Pre-bid conference and walk-through with prospective bidders.
- (c) Request for bids.
- (d) Bid opening.
- (e) Appraisal of the successful bid.
- (f) Approval of the successful bid.
- (g) Issuance of Purchase Order

The Department Move Coordinator will schedule a Pre-bid conference and walk-through with prospective movers. Purchasing will furnish the names of movers who are on the University’s bidder list. Movers will conduct every aspect of the move if this is specified; however, a department is expected to do its own packing.

Note: The vacated space must be entirely devoid of furnishings, equipment, recyclables, chemicals, and trash by a date agreed upon by the Move Coordinator and the Facilities Planning project manager.



o) Coordination:

Any relocation within the University will require close coordination between the different departments involved in the move. The following is a list of those departments, a brief description of their involvement in the moving process and how they impact the move. It is the responsibility of the Move Coordinator to contact the appropriate departments with ample time to insure adherence to the move schedule.

(1) Asset Management

The Capital Assets Accounting Office can furnish a printout of all for the departmental capital assets. Prior to the move, changes should be made to the printout giving the new locations of each asset. The move is a good time to conduct an asset inventory.

(2) Auxiliary Services

(a) Carolina Copy

All university copiers are handled by Carolina Copy. Movers are not allowed to relocate any copy equipment unless it owned by the department and is being sent to Surplus. In order to relocate copiers the department coordinator must contact Carolina Copy at least 2 weeks before the move. Prior to the move, any changes in department stationary and employee business cards should be handled. This needs to be done at least 2 weeks before the move.

(b) Vending Machines

In order to relocate existing vending machines or order new ones, the department Move Coordinator is required to contact auxiliary services at least one month before the move.

(3) Environmental Health and Safety (EHS)

EHS must be advised of any move within the university. This is of particular importance when it comes to the relocation laboratories and or laboratory equipment. EH&S has prepared very specific guidelines to assure the proper disposal and relocation of hazardous materials in laboratories, shops and other areas. See Attachment E or visit the EHS website for more information: <http://www.ehs.unc.edu> In order to be ready for a move EHS will require notification 60 days before the move date. Some examples of EHS areas of concern include:

- (a) Hazardous Waste
- (b) Biosafety
- (c) Radiation Safety
- (d) Process Hazard
- (e) Ergonomics
- (f) Universal Waste

(4) Facilities Services Customer Service and Work Request Center

The Facilities Services Customer Service Center receives and assigns all requests for Building Maintenance, Signage, Lock Shop, and Elevators. All building Liaisons have





been provided with the BUILDING LIAISON GUIDE TO FACILITIES SERVICES. The Move Coordinator should consult and coordinate with the Building Liaison in the preparation of work requests for Facilities Services at least three months before the move.

(a) Elevators

Facilities Services is responsible for maintaining the campus elevators. They can also furnish keys to allow elevator cars to be stopped on floors while the movers load or unload. This is important because jamming the doors open can damage the elevators. Whenever elevators are used, movers must provide adequate padding and take care to protect the walls, floors, and doors.

(b) Key Systems

One of the most important aspects of the move is the establishment of an effective keying system. While it may be possible to duplicate the system used at the old location in small moves, moving to a larger or more complex location may require a significant amount of planning. This process should take place at least three months before the move to allow Facilities Services Lock Shop adequate time to order locks, cut keys, and install the system. It should be noted that large hardware systems might require several months to receive.

The first step in organizing a new key system is to carefully study the new location and to identify the doors to be keyed. Next a decision should be made regarding who will need access to each door. At this point the Facilities Services Lock Shop should be contacted. They can furnish a Keying Diagram that provides a hierarchic assignment of keys from masters down to individual door keys. Once there is a clear idea of what will be required, the requirements along with a floor plan of the new location indicating each door should be taken to the Hardware Shop for review. When the review is complete the Shop should be given a copy of the key plan, floor plan, and a Key Request Form indicating how many keys of each code will be needed. The Lock Shop must be kept abreast of any changes in the key requirement until the system is installed.

(c) Signage

Information to be supplied at a later time.

(d) Housekeeping

At least 6 weeks before, contact the housekeeping zone manager to get extra trash containers. This should be done concurrently with requesting additional recycling bins from the Office of Waste Reduction and Recycling. One week before the move the moving coordinator should contact University Housekeeping to insure that new space is cleaned before the relocation and that the vacated space is cleaned and all remaining trash is removed after the move is complete.

Housekeeping's Moving Crew provides moving services for moves that can be completed in one day or less. They also can provide loaner tables and chairs. See Attachment D for more information.



(5) Information Technology Services

Information to be supplied at a later time.

(6) Academic Technology and Networks

ATN should be contacted 60-90 days in advance regarding telephone service and data network connectivity requirements. Department moving should send notification email to and an analyst from ATN will meet with the department to plan relocation of their services and assist them on any new services they may desire. The analyst will give technical assistance and training to help provide for a smooth transition. It is important to note that academic units typically have their own LAN coordinators who provide computer desktop support. Administrative units get similar support centrally from AIS. The Move Coordinator must involve their LAN desktop support group early in the process to insure all network requirements are properly coordinated.

(7) Insurance and Risk Management

Supplemental insurance for moves

(8) Interior Design and Workspace Planning

(a) 12 Months before Move Date:

- (i) Contact Work Management to initiate relocation and new furniture purchases.
- (ii) Determine the internal budget allotted for furniture and design time. Budget Estimates can be provided to assist the department.
- (iii) Complete the necessary funding document From Work Management to begin the design process for relocating ext'g furniture or planning new furniture and interior finishes and return the Documents to Work Management.
- (iv) Engage in meetings with Design to discuss work space layouts and furniture specifications.

(b) 6 Months before Move Date:

- (i) Make sure all layouts, furnishings, fabrics, etc are finalized with the Design Department.
- (ii) Complete the necessary funding document From Work Management to begin the ordering of new furniture, carpet, artwork, etc. and return the documents to Work Management.
- (iii) Meet with Project Lead to discuss the scope of the project including time lines, move phases and dates and any special needs the department may have in relation to furnishings or office layouts.

(c) 4-6 Months before the Move Date:

- (i) The Department Coordinator and the Project Lead will maintain close communication to keep each other informed of the move plan, timeline and any changes that may occur such as unexpected delays or changes to the move plan.





- (ii) At this time, the Project Lead will work with purchasing to conduct the bidding of furniture and create all the necessary purchase orders to put the new furniture on order and oversee the installation of the product.

(d) Consequences:

If the Department doesn't follow the outlined time line the consequences may include but are not limited to the following;

- (i) Funding may not be in place with Work Management to begin the design process
- (ii) Funding may not be in place with Work Management to begin the ordering of goods
- (iii) The furniture may show up too early accruing storage fees from the contractor
- (iv) The furniture may show up too late delaying the move

(9) Interior/Room Signage

Room signage for new buildings is usually included in the construction cost and will be coordinated through the project manager or architect. For changes necessary when moving to existing buildings, Facilities Services should be consulted. They can supply a variety of signage in accordance with the University's signage standards. Once the signs are selected, Facilities Services will require a work order and adequate lead-time to fabricate and install the signs, at least three months.

(10) Work station planning and furniture layout

Information to be supplied at a later time.

(11) Mail Services

Even though campus box numbers remain the same when a department moves, the campus mail services section should be notified so they can change the route. They should be notified when to stop delivery at the old location and when to start it at the new location. A new pick-up and delivery point will also need to be established.

(12) Office of Waste Reduction And Recycling (OWRR)

- (a) Indoor recycling, confidential paper, trash and construction and demolition waste

Most people who have been at the same desk for a long time have a great collection of paper and obsolete information and this a good time to clean up. Move Coordinators should encourage their staff to PURGE BEFORE THEY PACK.

At least 6 weeks before packing starts, contact OWRR to coordinate collection of confidential paper and arrange to have extra recycling bins delivered. The Move Coordinator and an OWRR representative will conduct a walk through to evaluate the scope and type of recyclables to be discarded. Every effort should



be made to supply enough bins at an early enough date to maintain the regular recycling schedule for the building. If the volume is such that additional pickups are needed, this must be coordinated thru OWRR.

Materials that can be recycled in the extra bins include

- (i) office paper
- (ii) newspapers/magazines
- (iii) soft back books
- (iv) hardback books
- (v) office supplies

It is important to schedule final removal of the recycling bins once the department is completely moved. In some cases it is also necessary to arrange to have the trash dumpsters at the building emptied more frequently. Make sure to take desk side recycling bins with you when you move. See Attachment G for more information about planning for recycling during the move.

#### (13) Property Office (Leased Space)

Information to be supplied at a later time.

#### (14) Purchasing

See: I. ORGANIZING A MOVE, Section C. Establish scope of the move and select a moving company.

#### (15) Surplus Property

Moving presents an excellent opportunity to dispose of equipment and furniture that will not be needed at the new destination. Surplus property can be sold in place to other state agencies, non-profits or the public; taken to University or State Surplus Property Offices; transferred to other university departments; or scrapped. Whichever method is employed, care should be taken to keep from moving it to the new destination before disposal. To coordinate this effectively, the Move Coordinator should request a capital asset listing from the Asset Manager at least 6 months before the move or during the Design Development phase of the renovation project planning phase. At this time, a walkthrough with the Surplus Property manager and OWRR's construction waste reduction coordinator should be conducted to coordinate the advance sale of items and delivery of remaining items to the Surplus warehouse by the contracted movers. Furniture and equipment to be disposed off must be identified, flagged, and listed on an UNC-CH Surplus Disposal Form (P-110). For more information about these procedures, see Attachment F or <http://www.unc.edu/mds/sp/index.htm>.

#### (16) Telephones

Information to be supplied at a later time.

#### (17) Transportation

The Move Coordinator must contact the Transportation Division at least 1 week in advance for assistance in controlling traffic around both locations during the move.



Transportation can block off parking and enable the movers free access for their trucks and equipment. Transportation can be helpful in identifying periods of peak traffic that would adversely affect the move.

(18) University Archives

<http://www.lib.unc.edu/mss/uars/uinv.html>

In accordance with the provisions in Chapters 121 and 132 of the General Statutes of North Carolina, the University Archives serves as the administrative memory of University of North Carolina Chapel Hill. Its function is to preserve records with continuing administrative, legal, and historical value to the University and make them available to departments, scholars, and all interested researchers. By centralizing these materials, the Archives promotes greater and more efficient use of such records, relieves individual offices of the responsibility of servicing them, releases considerable filing equipment and space, and reduces the fire hazard created by storing records in inaccessible areas. Moving presents an excellent opportunity to archive documents of historical importance that will not be needed at the destination. University Archives will require at least 6 months notification.

p) Relocating Heavy Equipment

Occasionally there are large pieces of equipment, which must be moved by heavy equipment riggers. These items should be identified during the programming phase of the future space and listed by the architect. Large items usually require the special skills of a rigger to safely relocate them to the destination. Some of the things that need to be considered when relocating heavy equipment are as follows:

- (1) Measure doorways, passageways, and elevators through which equipment must move.
- (2) Allow lead-time when renovations are required at the destination to accommodate the equipment.
- (3) Be sure that power, water, air, or steam lines have been disconnected before attempting to move the equipment.
- (4) Be sure that the proper services for power, water, steam, or air are available at the new location.
- (5) Arrange in advance for the removal of doors or windows to facilitate the removal of equipment.
- (6) Arrange in advance with the Transportation Department to provide a clear operating area for the riggers and their equipment.
- (7) Protect floors, walls, elevators, walks, and grounds from damage during the rigging operation.
- (8) Provide insurance coverage for the relocation of expensive scientific equipment.

It is important to remember that the employment of riggers will require a separate bidding process and involve close coordination between the movers and riggers. Since the relocation of heavy equipment often involves the disconnecting and connecting of utility services that may require design work, advance planning for the rigging and reinstallation operations should begin and end well before the move takes place. The mover will identify any item that they cannot move during the initial walk-through.

q) Packing and Labeling



#### (1) Moving Labels

Moving labels are furnished by the mover and are applied to each piece to be moved to enable the movers to quickly assemble items for the destination. The Move Coordinator will distribute these and provide the necessary instructions to staff for tagging and labeling procedures (the mover will assist in this process). This process should include coordination of items to be moved to the new location, transferred to other departments, sold in place (thru Surplus), taken to surplus, etc. The Facilities Planning and Construction will provide drawings of the new space to facilitate the tagging process. All labels should be uniformly placed on each piece of furniture and equipment and boxes to eliminate confusion for the movers (a tagging diagram will be provided by the mover).

#### (2) Desks

Pack all contents in and on top of desks. The desks will be upended during the move. The mover will not be responsible for personal items such as money, plaques, plants, or glass items. Please move these items privately. Put all loose items such as paper clips, pens, and pencils in envelopes and pack them in a moving carton. Be sure to label both pieces of furniture such as “L” shaped desks, which will be disassembled before moving.

#### (3) Cubicles

Pack all contents in and on top of cubicles including overhead storage cabinets and tack boards. In most cases cubicles will be reconfigured and people will move into a different cubicle. Any items that are not packed and flagged for moving should be disposed of. Cubicles should be left completely empty and any keys should be left at the cubicle. In some cases, it may be necessary to have cubicles dismantled before the move. The Move Coordinator should determine if this needs to happen and who will be responsible for this.

#### (4) Boxes

The most common and economical carton is the 1.5 cu. Ft. “book box”. They come “knocked down” and must be assembled. They will hold either letter or legal-size files, and can easily be picked up when full of books. These boxes can be easily assembled using 2” plastic packing tape. Be sure to properly assemble all boxes to prevent them from coming apart. Place label on EITHER END (near handle) NOT TOP! Cartons are stacked when moved; please DO NOT over pack.

#### (5) Bookcases

Remove all books and put them into cartons. Take loose shelves out and tape them together. Brackets, clips, and pins that shelves sit on should be sealed in an envelope and then taped to the shelves or packed in a carton. Do not forget to label both the bookcase and the shelves. Discarded books and magazines should be recycled using the extra bins that are available from OWRR. In addition to the benefits of waste reduction, recycling these materials lightens the burden on housekeeping and those who empty the trash barrels.

#### (6) Filing Cabinets



- (a) Vertical Filing Cabinets - Place label on top drawer. Be sure all pressure plates are moved forward so contents will be secured. Tape (Duct Tape) or lock drawers closed. BE SURE TO KEEP THE KEYS!
- (b) Lateral Filing Cabinets - Place label on top drawer. If the cabinet has 2 or 3 drawers, contents can remain. With 4 or 5 drawer cabinets all contents must be removed and packed in cartons (except for the bottom two drawers). If the contents are packed, label both the cartons and file drawers so the contents can be easily identified for unpacking.

#### (7) Storage, Supply Cabinets, and Metal Shelves

Pack all of the contents in cartons. Cabinet doors should then be locked. BE SURE TO KEEP THE KEYS! If metal shelving units are connected in tandem they should be disconnected to facilitate moving. Place label on front near upper right-hand corner. Secure shelves or bundle them to be moved separately. (If moved separately, please label).

#### (8) Personal Computers

Label any separate piece. Do not apply labels to the glass screen. Disconnect all cables and pack all small loose items such as cables, speakers and the control "mouse".

#### (9) Office Machines

Disconnect all small office machines and do not pack. Typewriters should be disconnected and carriages must be centered. Pads, covers, and loose cords for the machines should be packed in a carton. Contact Carolina Copy regarding the relocation of copy machines.

#### (10) Telephone Equipment

Arrangements for the move of telephone equipment will be under the direction and control of ATN.

#### (11) Pictures and Lamps

The owner should remove all personal pictures and lamps prior to the move date. Most movers charge extra to move lamps and pictures.

#### (12) Recycling Bins

Individual desk side recycling bins should be flagged and moved to the new location. Centralized recycling bins should be left at the building being vacated and collected by OWRR at the end of the move as coordinated by the Move Coordinator. In situations where someone else is moving into the vacated space, the centralized recycling bins will be left in place for the new tenants. OWRR will work with the Move Coordinator to set up recycling bins and dumpsters at the new location. Moving customized and specialty recycling bins should be coordinated with OWRR.

#### (13) Miscellaneous



Tag chair seats and pad, carpet protector, wastebaskets, etc. The labels are designed to come off easily when the move is completed. Because of this, the stickers will not adhere to some surfaces, such as upholstered chairs and sofas. If necessary, place a piece of scotch tape over label or place label on wooden or metal leg or arm.

REMEMBER... IF IT IS NOT FLAGGED, IT WILL NOT BE MOVED. BE SURE TO DOUBLE CHECK ALL ARTICLES. PLEASE TAKE HOME ALL PERSONAL OR PRECIOUS ITEMS BEFORE THE MOVE AND RETURN THEM AFTER THE MOVE.

r) Activities at the Destination

- (1) The Move Coordinator should verify that all offices and cubicles at the new location are labeled.
- (2) Instruct your employees by e-mail or memo to unpack as soon as possible.
- (3) As soon as unpacking is complete, break the cartons down and place them in a central area for removal.
- (4) COORDINATE THE RETURN, REUSE OR RECYCLING OF THESE WITH YOUR MOVER OR HOUSEKEEPING. Have the mover, one of your employees, or housekeeping remove them from the space for return, reuse, or recycling.
- (5) Walk the space and visit with each employee to adjust chair heights, work surface heights and make sure that everything is working make record of any moving damage or missing items.
- (6) Inspect every lateral file cabinet to ensure that it's not unbalanced, top heavy or about to fall over. If it's dangerous, have the mover level, balance, bolt and gang it.
- (7) Set up and test your computers as soon as possible including the ones in offices and at workstations where the employees are traveling or on vacation.
- (8) File Damage Claims in writing as soon as possible with your mover on his Damage Claim Form. Follow-up and confirm that he has received the completed forms.
- (9) Instruct your employees to place any item or carton that's not theirs in the "Lost & Found" room.
- (10) Coordinate with OWRR to set up centralized recycling bins and dumpsters for the new location.

s) ATTACHMENTS

- (1) Move Contact List
- (2) Move Check List
- (3) Move Responsibility and timeline matrix— Information to be supplied at a later time.
- (4) Housekeeping Move Check List
- (5) Environment Health and Safety Lab Closeout Procedures
- (6) Surplus Property Procedures
- (7) Office of Waste Reduction and Recycling Move and Office Cleanout Check List





Attachment A

Move Contact List

Overall estimated move timeframe:

Facilities Planning and Construction Project Manager Construction Manager	Contact Name	Telephone	Email
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Contact Name/ Email/Phone:	Department(s):	From:	To:	Date:
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Department	Contact Name	Telephone	Email
Asset Management	Candi Woody	962-6267	
Auxiliary Services (Carolina Copy, Vending and Laundry) Vending Machines Copiers	Alvin Garner	962-2799	
Environment Health and Safety Hazardous Waste Manager Biosafety Officer Radiation Safety Officer Process Hazard Review Ergonomics Etc.....	Peter Reinhart	843-5913	
Facilities Services Customer Service and Work Request Center Sign Shop Lock Shop Elevators	Steve Copeland Steve Stoddard	962-4633 962-1565	
Housekeeping Services	Bill Burston	962-1440	
Insurance and Risk Management	Janet Hoernke	962-6681	
Supplemental insurance for moves			
Interior Design and Workspace Planning	Cheryl Leguillow	962-9037	
Mail Services	Tommy Brickhouse		
Office of Waste Reduction and Recycling	Sarah Myers	962-4699	
Indoor recycling and confidential paper Extra service of trash dumpsters Construction and Demolition Waste (and other unique things)			
Property Office (Leased Space)	Stephen Condrin	962-9063	
Purchasing Contract Movers	Mark Sillman	962-9463	
Surplus Property	Al Jeter	962-2160	
Telephones	Steve Harward	962-0004	
Transportation and Parking	Deborah Hawkins	962-5026	
University Archives and Records	Janis Holder	962-0043	



Attachment B

Move Check List

6-12 MONTHS BEFORE MOVING DAY

Department/College Moving coordinator

- ☐ Assign Department moving coordinator
- ☐ Assign office space
- ☐ Coordinate with Environmental Health & Safety (EHS)
- ☐ Review EH&S Lab Move Procedures check list
- ☐ Coordinate with University Archives

Facilities Division

- ☐ Prepare move Schedule and choose the move day
- ☐ Coordinate inventory of existing furniture
- ☐ Coordinate furniture purchase if required
- ☐ Send Purchasing request for moving services
- ☐ Schedule pre bid walk through with moving vendors
- ☐ Coordinate selection of moving vendor with Purchasing

3-6 MONTHS BEFORE MOVING DAY

Department/College Moving coordinator

- ☐ Submit life safety plans for new facility to EH&S
- ☐ Review EHS lab startup requirements
- ☐ Arrange for additional trash/recycling disposal
- ☐ Set-up cleaning service
- ☐ Arrange for copier move or buy new equipment
- ☐ Order keys, access cards
- ☐ Coordinate with surplus property (Sell old equipment, furniture etc.)

Facilities Division

- ☐ Coordinate furniture delivery
- ☐ Coordinate furniture installation with power and data requirements

1-2 MONTH BEFORE MOVING DAY

Department/College Moving coordinator

- ☐ Create new office layout map (to be done by individual user)
- ☐ Create new office extension directory
- ☐ Order new stationery
- ☐ Order new business cards
- ☐ Order new business forms
- ☐ Purge old, obsolete materials
- ☐ Create new office extension directory
- ☐ Obtain moving crates/cartons
- ☐ Update Web site with new information as required
- ☐ Notify Mail Services of Change of Address
- ☐ Back-up computers
- ☐ Store property that will not be moved
- ☐ Tag furniture to be moved
- ☐ Tag items for surplus storage
- ☐ Inventory existing computers
- ☐ Contact University Dining for Vending machine requirements

Facilities Division

- ☐ Verify phone line installation schedule
- ☐ Code new office space on a map for movers

1-3 WEEKS BEFORE MOVING DAY

Department/College Moving coordinator

- ☐ Pack up desks, personal spaces



- ☐ Pack up common areas
- ☐ Distribute new keys, cards
- ☐ Collect old keys, cards
- ☐ Empty, defrost and clean refrigerator
- ☐ Order dry ice and coolers for items that may require continued refrigeration

Facilities Division

- ☐ Coordinate move of systems furniture
- ☐ Coordinate truck access with transportation
- ☐ Coordinate protection of main moving paths and elevators

MOVING DAY

Department/College Moving coordinator

- ☐ Assign room to be used as lost and found
- ☐ Post coded signs in new office for movers
- ☐ Move plants and personal items

Facilities Division

- ☐ Final inspection of former location



## Attachment C

### Move Timeline Matrix

Information to be supplied at a later time.

## Attachment D

### Housekeeping Moving Procedures For Moves That Will Take 1 Day or Less:

- Contact Moving Office 3-4 weeks before date you want items moved
- If boxes are needed, contact moving office, give an account #, and boxes can be purchased and delivered, (but this too must be scheduled too)
- Let other staff know what needs to be moved or what they want moved. It is best to label items with destination so there is no mistake.
- Inform everyone that everything (desks, file cabinets, bookcases, etc.) must be emptied before the date of the move
- Complete move request form, return form to moving office
- If needed, contact parking and transportation to have 2-3 parking spaces at bldg. blocked off for move trucks for the day of the move
- For modular furniture, contact physical plant for break-down, dismantling
- If moving centrifuges or hoods, contact Health & Safety office to have these items flagged, (movers will not touch without a clearance form). Have Freon removed by the HVAC shop first.
- Housekeeping Services Moving Crew does not move computers, copiers, printers, etc. unless going to surplus.
- Items That Will Be Moved to Surplus (also see Attachment F):
- Send completed surplus form to Surplus Dept. (CB#1070)
- If you want the surplus picked up before the movers get to it, you must call and request a pick up date
- NOTE: Surplus is worked into the schedule unless a request for pick-up is made
- Tables & Chairs Loan:
- Call at least 3-4 weeks in advance
- If loan is for Friday, (and pick up is not until Monday), tables & chairs can not be left outside, they have to be stored in a bldg. (you must let the moving office know where they will be stored in advance)
- We do not have podiums or round tables
- Someone will have to meet the movers to sign for the table and chairs
- No loans are to go to a personal residence



Attachment E

Environment, Health and Safety

Laboratory Closeout Procedure

This form is to guide laboratory personnel when laboratory operations are moved or discontinued. Other requirements may apply.

Be sure to clean out and decontaminated freezers, coldrooms, other storage areas outside of the lab and common storage areas. If these areas will no longer be used, remove all materials, including chemicals and biologicals.

Contact the Department of Environment, Health and Safety (EHS) 60 days prior to vacating the laboratory, room or area. For more information, see [ehs.unc.edu](http://ehs.unc.edu) or call EHS at 262-5507.

Procedure	Date Completed
Chemicals	
For questions, call Hazardous Materials Manager 2-5509 or see <a href="http://www.ehs.unc.edu">www.ehs.unc.edu</a>	
Evaluate all chemicals and label all containers	
Are there any unknown chemicals? Identify if possible.	
Submit waste forms, either online, ( <a href="http://www.ehs.unc.edu">www.ehs.unc.edu</a> ), or by hard copy.	
Clean Laboratory surfaces	
Confirm Hazardous Waste has been removed	
Controlled Substances	
If you have your permit, DEA agents can be sewered with a witness signature. Keep records for at least 3 years. If no permit, call Hazardous Materials Manager, 2-5509.	
Have Controlled Substances permit available	
Gas Cylinders	
Return to supplier	
For non-returnables, send in HMTF	
Contact Scientific Storeroom: 6-5671	
*Make sure cylinder is disconnected, valve off, cap on	
Animal and Human Tissue	
Dispose of tissue. Describe method:	
Dispose of Preservative. Describe method:	
Clean refrigerators/freezers	
Transfer responsibility of samples to:	
Microorganisms and Cultures	
For questions, call Biological Safety Officer 2-5726 or see <a href="http://ehs.unc.edu">ehs.unc.edu</a>	
Autoclave waste (see procedure at <a href="http://ehs.unc.edu">ehs.unc.edu</a> )	
Radioactive Materials	
For questions or waste pickup, call 2-5507 or see Radiation Safety FAQ, "Moving Your Laboratory" at <a href="http://ehs.unc.edu">ehs.unc.edu</a>	
Prepare Radioactive waste for pick-up and call 2-5507	
Lead bricks, lead pigs, shielding, source containers. Do wipe tests, attach to 102 form, and call 2-5507 for removal.	
Exit survey of rooms and equipment is required!	
Procedure	Date Completed



Recyclables	
To schedule pick-up, contact Office of Waste Reduction/Recycling; 2-1442. Also see <a href="http://www.fac.unc.edu/WasteReduction">www.fac.unc.edu/WasteReduction</a> .	
Large quantities, overflows, or confidential paper pick-ups	
Laboratory Equipment/Surplus Property	
Units that may contain refrigerants must be evaluated by Facilities Services Refrigeration Shop (2-1087) to determine if refrigerant needs to be removed. If refrigerant needs to be removed, submit a work order to Facilities Services Customer Service (2-3456). The Department or owner must pay for removal.	
For equipment that may be contaminated with radioactive material, decontaminate, remove warning stickers, and complete a Safety Clearance Form and attach it to the unit prior to calling. For information, call 2-5507 or see Radiation Safety FAQ, at <a href="http://ehs.unc.edu">ehs.unc.edu</a>	
For equipment that may be contaminated with chemicals or biological material, decontaminate, remove warning stickers, and complete a Safety Clearance Form and attach it to the equipment.	
For other discarded lab equipment, notify your Department manager; call Surplus Property (2-2134) and complete forms. Call the University Moving Crew (2-0662) to arrange for transportation of equipment to Surplus Property. (If Surplus Property determines that the equipment should be scrapped, it will be taken to the Orange County Recycling Facility at no charge.)	
Sharps	
Chemically contaminated sharps, use metal can- then trash	
Biologically contaminated sharps, use metal can, autoclave- then trash	
Radioactive sharps, plastic container, call in, 2-5507, 102 form	
Metal can for sharps, (item# SP-28700), call 6-5671	
Glassware	
Brown, empty bottles, de-face then trash	
Other glassware that is empty, use plastic-lined cardboard glass box, then trash	





Attachment F

Surplus Property Procedures

ASSET MANAGER: 962-6267

SURPLUS PROPERTY MANAGER: Al Jeter 962-2134

Timeline:

- Three to Six Months out
  - Request a Capital Asset listing from Asset Manager.
  - Department Coordinator and Surplus Manager do a walk through to determine what items surplus wants and to see what items should be scrapped as opposed to bringing these items to surplus and surplus will have to send them to a land fill.
  - Review Surplus procedures (see Section C below)
- One month out the Department Coordinator and Surplus Manager should meet to discuss.
  - Who the Private contractor is
  - Number of deliveries per day
  - Number of days needed for move
  - Surplus will not accept a move after 3:30 pm
  - To insure surplus forms are completed
  - Insure ES 102 Forms are completed
  - Insure that white goods are taken directly to county's recycling program unless cleared previously by Surplus manager
  - Insure that all equipment delivered to surplus has the Safety Clearance form
  - Insure the outside contractor know Surplus' hours of operation
  - No equipment with hospital decal numbers will be accepted by surplus
- One week out let Surplus know when the first delivery will be made.
  - If the Department Coordinator complies with the time line above than nothing else is needed by Surplus
- Consequences: If the Department doesn't keep surplus informed according to the time line consequences may include:
  - Surplus would not be able to receive of the property when it is delivered by the contractor.
  - The private contractor would charge the Department additional money
  - The moving process would be backed up, possibly for days.
  - The Surplus Property Manager would have to bring in additional people to support the unexpected delivery. The cost would be \$10.00 per hour for each of the two employees for as long as required.
- Surplus Property Procedures:
  - Request a capital asset listing from Asset Management
  - Determine what items on the capital asset listing will no longer be needed by the Department
  - Items no longer needed should be flagged. Items can be flagged by using plain white paper, colored dots, labels, etc.
  - For items that appear on your equipment inventory listing, prepare a E/S-102 Form, Notice of Disposal or Change in Location for these items going to surplus or being transferred, sold, or given to another Department.
  - Do not remove decals when turning in equipment to surplus.
  - Equipment owned and/or controlled by the University may not be given away or sold, either to an individual or to another institution, without prior approval from the Director of Asset Management
  - No tool, instrument, vessel, storage cabinet, refrigerator, etc. used with radioactive material may be moved to another department or to surplus until it has been fully decontaminated and cleaned by Environment, Health, and Safety.



- Units that contain refrigerants other than R12, R22 or 134A must be evaluated by Facilities Services Refrigeration Shop. If refrigerant needs to be removed, submit a work order to Facilities Services.
- Property that is surplus to one department may be transferred directly to another department (omitting transfer to surplus). This allows the department to recover some cost for equipment that is no longer needed.
- Surplus forms P-110's can be requested from the Surplus Office. Thirteen separate individual lines may be placed on this form. The surplus form P-110 listed on the web site only six separate individual lines may be listed.
- Moves requiring less than eight hours can be requested through the Housekeeping Services moving supervisor (962-6586).
- Larger moves requiring eight hours or more, Housekeeping Services will provide the requesting departments with a list of contract moving companies.
- The Facilities Services Division moving crew makes small moves free of charge.
- The Surplus Property Receipt form should contain, at a minimum, the following:
  - Department Name and number
  - POC and phone number
  - Location of property (room number and building)
  - Description of property
  - Serial number
  - UNC Decal number
  - Signature of persons authorizing the transfer
- The Surplus Property Receipt form P-110 must match the truckload of items being delivered to surplus
- It is not the responsibility of surplus personnel to prepare surplus forms for items received from departments, nor to notify Asset Management.
- Department Coordinators should be aware of the following:
  - The fact that an item costs less than \$100 and is not required to be inventoried, does not relieve fiscal agents or staff members of the responsibility for the prudent use, care and safeguarding of the item.
  - An item costing \$100.01 or greater but less than \$500.00 and has a useful life of one year or longer is considered equipment. It is the responsibility of the fiscal agent to identify. Each item is to be identified by an identification tag (blue) to be affixed to the item. The Business Office will provide an identification tag (blue) along with a copy of the purchase order.
- Equipment items costing \$500.00 or greater and equipment with a value of less than \$500.00 but considered a high theft item is maintained in the University's fixed assets system. These items are added to the fixed asset system (a) after the Business Office has made payment or (b) following transfer from another location or agency.



Attachment G
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## Office of Waste Reduction and Recycling

### Check List for Indoor Recycling

#### Related to Moves and File Clean-outs

- Walk through to determine bin needs (recycling, surplus, EHS, move coordinator, housekeeping...)
- Move coordinator notifies Office of Recycling with temporary indoor bin needs at least six weeks in advance
- ORS or OWRR will deliver temporary bins with instructions on different recyclables and how they should be separated
- When departments are purging, they should be sure to place recyclable materials in appropriate bins and do not contaminate! Information on materials recycled and proper sorting is available at [www.fac.unc.edu/wastereduction](http://www.fac.unc.edu/wastereduction).
- Try to have the bins picked up and delivered on scheduled pick-up days if possible (nor more than once a week)
- If more bins are necessary, please notify recycling office
- After purge is over, please notify the recycling office so these bins can be removed, again preferably on the regular route schedule
- At least one week prior to vacating the building, please contact recycling office for final walk-through and material assessment

NB: If recyclables are left in the building after the final recycling pick-up, it will be the responsibility of the move coordinator along with housekeeping to remove the additional materials

- Relocation and Move-In
- For new building set-up during/ after move- indoor recycling sites will be set up according to plans arranged during design review
- If the sites were not arranged during planning stages, then there will be a walk through and assessment of the building with a bin installation after the move.