
To: M-G CAFE Lab Personnel

With the rapidly approaching transition to new research facilities on the horizon, now is the time to start the essential process of decluttering and reducing your lab's chemical inventory. Starting this process early will dramatically simplify your lab's move-out, ensure regulatory compliance, and most importantly, contribute to a safer environment for everyone involved in the transition.

Key Action Items: Start Now, Not Later

Please take the following steps over the next few months to prepare your lab for the move:

1. Inventory & Identify

Review your current chemical inventory and identify any chemicals or reagents that are expired, unneeded, or rarely used.

2. Dispose Early

Prioritize disposal of unwanted chemicals. Transferring or disposing of these items before the move ensures proper waste documentation with the correct original location, streamlining disposal activities in the new building.

3. Maintain Accuracy

Keep your chemical inventory records up to date and continue following proper waste handling procedures.

Join Environmental Health & Safety (EH&S) at the Lab Safety Fair!

As you focus on lab organization and safety, we invite you to take a break and attend the [2025 Laboratory Safety Fair](#) hosted by EH&S! This is a perfect opportunity to engage with safety personnel, get answers to your chemical questions, and connect with colleagues—all while having fun.

- **Date & Time:** Friday, October 31, 2025, from 10:00 AM – 2:00 PM
 - Costume Contest: 12 noon
 - Safety Liaison Award: 12:30 pm
 - Presentations & Demonstrations: throughout the event
- **Locations:** HKRB Lobby & BBSRB Atrium, located at the corner of Virginia Ave. and S. Limestone
- **Theme:** *Science Through the Ages*
- **Details:** Enjoy food, fun, prizes, and engaging demonstrations. **Costumes are**

encouraged! Dress up as any scientist or science-inspired character, real or imagined, from any era!

Chemical Redistribution Event

Environmental Quality Management Department (EQMD) is planning a **Chemical Redistribution Event in July 2026**. More details will be shared as the date approaches.

*** For more building move information, visit the [M-G CAFE Faculty + Staff Resources](#) webpage. Scroll to the very bottom of the page and click on the *Preparing for Building Moves* text. ***

Starting this preparation now is key to a smooth and safe transition. Thank you for your proactive cooperation in this critical move.

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