

LABORATORY RELOCATION OR SITE CLOSURE GUIDELINES:

1. PLAN YOUR EXIT STRATEGY

- Identify move date and project completion date
- Calculate the timeline and order of each move related activity
- Identify lease end terms, which may require lab cleaning and surface sampling
- Determine which equipment needs Vendor/MFR assistance for move
- Select in-house move team

- ✓ DETERMINE TASKS PERFORMED BY VENDORS VS STAFF
- | | |
|--|---|
| Project Management | Equipment Calibration, Validation, or Certification |
| Equipment decontamination | Chemical packing/moving/disposal |
| Moving | Post-Move Lab Surface Clearance Sampling |
| Vacated Space Decontamination/Cleaning | Electronic Waste Disposal |
| Close/Move permits/licenses | Closure report |

2. CHOOSE VENDORS

- Project Management
- Testing and Certification Company
- Equipment Moving and Packing
- Cleaning Company
- Equipment Decontamination
- Chemical Inventory Movers
- Biohazardous Waste Vendor

3. PROJECT MANAGEMENT

A project manager can oversee the entire move project. Project management duties include:

1. Advisement on timelines, time constraints, and lease terms
2. Obtaining/scheduling qualified vendors for each move activity
3. Coordination of move activities
4. Timeline management
5. Vendor management
6. Client communication
7. Handling obstacles
8. Project quality assurance
9. Documentation management
10. Clearance sampling
11. License/permit closures
12. Generation of a lab closure report

4. MOVING SERVICES

⚡ NOT ALL MOVING COMPANIES ARE CREATED EQUALLY!

1. Most moving companies are geared towards residential or office moves, and they're not experienced in laboratory moves. They're unfamiliar with packing and moving laboratory equipment and cannot legally transport the chemicals typically used in lab environments. They also may not understand the hazards involved with moving some laboratory equipment.
2. Ensure your moving company has proper insurance that will cover their liability and your valuable equipment such as automated liquid handling equipment, analyzers, microscopes, etc.
3. Ensure all movers have received training for working in laboratories. This training should include but is not limited to; how to address biological or chemical hazardous materials, general lab safety and how to handle lab equipment. Many labs also have high pressure gas cylinders or toxic/hazardous materials that movers should have knowledge of.

5. CLEANING COMPANY

⚡ MOST CLEANING COMPANIES ARE NOT WELL SUITED FOR LABORATORY DECONTAMINATION CLEANING AS PART OF YOUR LEASE-END REQUIREMENTS.

The best choice is a technical cleaning company that is trained to work in a lab and has experience working in a lab environment. Your cleaning company should understand lab safety, use proper PPE, and have the knowledge to identify potential hazards. The cleaning crew should alert the project manager of any potential hazards for remediation. The cleaning company should also understand how to properly decontaminate lab surfaces and specialized lab equipment such as fume hoods, biosafety cabinets, and chemical/biological storage cabinets.

6. EQUIPMENT DECONTAMINATION

- Choose only a qualified firm to provide gas vapor decontaminations such as chlorine dioxide or vaporized hydrogen peroxide, before moving any potentially biologically contaminated equipment; this includes biological safety cabinets and incubators. This process is also suggested to decontaminate animal vivariums, BSL3 areas and areas where pathogens were studied.
- Most general lab equipment that is **not** potentially biologically contaminated can be wipe down decontaminated using an appropriate detergent/disinfectant. General lab equipment includes items such as centrifuges, ovens, refrigerators, freezers, baths, etc.
- All laboratory equipment should be decontaminated to render it safe to handle and transport to a new location, sell or disposed of.
- For each item decontaminated, a decontamination document in the form of a report, certificate or a decontamination sticker should be provided. This documentation should state the decontamination method, the decontamination detergent/disinfectant used, who performed the decontamination and when the decontamination was performed.

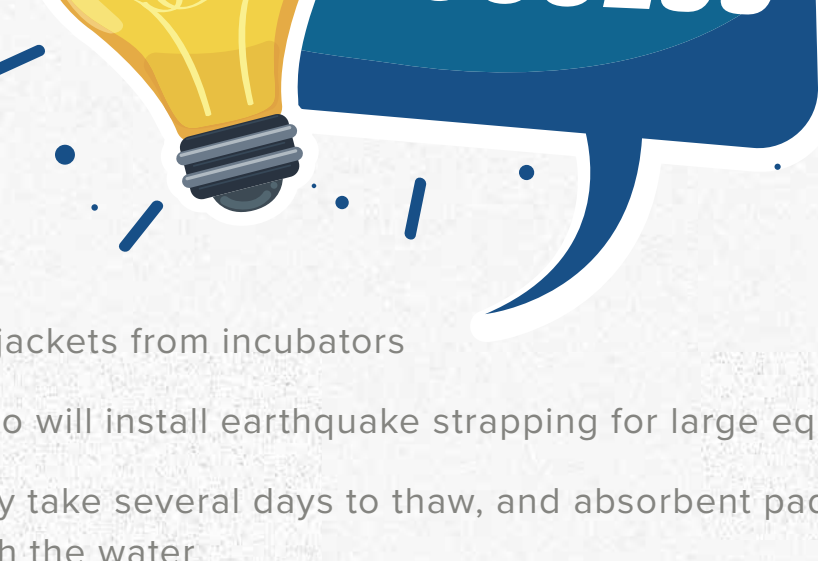
7. CHEMICAL INVENTORY OR BIOLOGICAL SAMPLE RELOCATION

THIS PART OF THE MOVE CARRIES THE HIGHEST RISK IN THE EVENT OF A SPILL OR ACCIDENT.

- ✓ Prior to moving, check all bottles and containers for proper seals, secured lids, cracks, etc.
- ✓ Check inventory for expired chemicals and dispose of unwanted items.
- ✓ Make sure all containers have their contents clearly labeled.
- ✓ Secure contents of cold storage units to prevent spills during move.

8. NEW FACILITY PREPARATION SERVICES

- Certification of biological safety cabinets and fume hoods
- Calibration of lab equipment
- Install furniture, hang white boards
- Decontamination or Construction clean of research labs



- ⚡ Drain water jackets from incubators
- ⚡ Consider who will install earthquake strapping for large equipment
- ⚡ Freezers may take several days to thaw, and absorbent pads must be used to catch the water
- ⚡ Freezers may be moved 'at temperature' using a 110 volt equipped moving truck
- ⚡ Use temperature data loggers to monitor temperature during move