Individual Move Plan Session

Meeting Agenda

I. Mover Introduction
   a. Rigging Contractor – General Machinist
   b. Chemical Mover – Environmental Management Services Inc.

II. Move Date
    a. Schedule of additional vendors
    b. Move day schedule

III. Move Guidelines
    a. Move Checklist

IV. Review Floor plans
    a. Additional shared spaces

V. Walkthrough
# TABLE OF CONTENTS

1. **Ventilation Devices** ................................................................. 2  
   Biological safety cabinets ......................................................... 2  
   Chemical fume hoods ............................................................... 2  

2. **Chemical and Specimen Move** ............................................... 2  
   Chemical Procedures .................................................................... 3  
   Biological Specimen Procedures .................................................. 3  

3. **Radiation Services** ................................................................. 3  

4. **Vendor Services** ...................................................................... 4  

5. **Bench Items/Equipment** .......................................................... 4  

6. **Refrigerated and Frozen Contents** .......................................... 5  
   Deep Freezers ............................................................................ 5  
   Deli cabinets and Refrigerators .................................................... 5  

7. **Heavy, Oversized Equipment** .................................................. 5  

8. **Decontamination of Laboratory Equipment** ............................ 5  

9. **Packing and Tagging Supplies** ................................................ 6  
   Packing Tips ............................................................................. 6  
   Labeling Tips ........................................................................... 7  
   Purge and Surplus ....................................................................... 7
Minimize the amount of material to be moved.

- Equipment or supplies, biological, chemical or radioactive materials that have not been used for a long time or are no longer needed can be surplused or disposed of as waste. Please, surplus unused or outdated equipment.
- Waste materials must not be abandoned in vacated labs or placed in corridors or other public areas. Never dispose of hazardous chemical, biological or radioactive wastes down the sink drain or in regular trash.
- **Contact GW Health & Safety for support in disposing of biological, chemical, or radiological waste**

1. Ventilation Devices

   Fox in conjunction with GW Health & Safety will arrange for an outside vendor to decontaminate the bio-safety cabinets prior to the move. This activity will start generally two days prior to the actual first day of your scheduled move date. The vendor will re-certify the cabinets after their move, assembly and hook-up. The entire process from decontamination to re-certification should take no more than one week. For individual decontamination start dates, please consult the Relocation Schedule.

   - **Biological safety cabinets** currently in service must be decontaminated before moving and then recertified before use at the new location. ENV Services is being contracted to properly decontaminate and recertify bio-safety cabinets in conjunction with the laboratory relocation. Laboratory personnel are responsible for emptying the cabinet and wiping down all interior surfaces, including the window, with an effective disinfectant. Do not remove the work tray or disassemble the cabinet during this surface wipe down.

   - **Chemical fume hoods** - Laboratory personnel are responsible for removing all chemicals and equipment from the hood and chemical storage cabinet. Thoroughly wipe down all fume hood surfaces, including the window, with a detergent and water solution, rinse with water as necessary.

     - *Chemical fume hoods have been certified prior to the relocation. Please note the maximum height of each sash as marked with a sticker, and note that there is an emergency purge if needed which doubles the exhaust rate momentarily if required.*

2. Chemical and Specimen Move – Specialized mover

   Fox has completed the chemical inventory of your laboratory. Environmental Management Services Inc. (EMSI) were contracted to facilitate the chemical and biological specimens moves. EMSI was provided with the updated chemical list. Approximately one week prior to each move EMSI, Fox, and a safety representative will review with a staff member of each lab the chemicals to be moved and the locations where they will be placed in the new lab.

   You are encouraged to discard all unwanted chemicals. All chemicals to be moved shall be labeled, and only intact containers with closed lids shall be moved; no flasks
or beakers of materials will be moved. You are encouraged to segregate and group your chemicals by compatibility. If you are sharing a laboratory, you may request to pack each laboratory’s chemicals separately.

The Chemical Mover will pack and move all chemicals. The packing contractor will arrive in your laboratory a one or two days prior to the actual first move date to pack and transport the chemicals to the new location. If your move is scheduled to start on a Monday, the chemical mover will arrive to pack your chemicals on the previous Thursday or Friday, depending on the size of your chemical inventory. One laboratory staff member needs to be present at the new location during the time of transfer to receive the chemicals. The chemical movers shall unpack your chemicals and place them in appropriate storage locations, such as flammable cabinets or acid cabinets. The move contractor will take the empty chemical drums.

- **Procedures for Chemicals in Laboratory Spaces slated for Decontamination:**
  - All sealed (unopened) chemical containers and selected unsealed containers will undergo sanitation prior to packing and relocation. Once sanitized, the chemicals will be prepared, labeled, and packaged outside the contaminated area for transport.
  - The designated laboratory staff member is responsible for placing color coded labels next to each chemical segregated section so that appropriate designated location is identified on the outside container for the chemicals.
  - At the designated locations, all chemicals will be unpacked by the same vendor but not necessarily by the same technicians. Therefore it is vital that all containers are labeled with the new locations.

- **Procedures for Biological Specimens:**
  - The Departments that own Biological Specimens are responsible to organize each rack and shelf in the order as they expect the specimens to be unpacked and placed. Please mark the room number of each designated walk-in freezer.
  - EMSI will pack and double contain the specimens by shelves and racks and mark these accordingly. After the specimen containers and racks are relocated into the appropriate walk in freezers, EMS will remove the specimens from the containers and replace them in the exact order as they were placed.

3. **Radiation Sources**
GW Health & Safety will remove radiation sources and post clear laboratories. Equipment must be decontaminated and the radiation label removed, defaced, or covered before it will be packed and moved. Radiation sources will be delivered once the equipment is set up and posted at the new site.
4. Vendor Services

Move Contractor
Move Contractor will provide packing assistance for fragile laboratory contents, with the exception of highly sensitive pieces of equipment that are either identified or that were identified by individual Principal Investigators as requiring preparation/packing by a specialized vendor. End users are responsible for packing non-fragile laboratory items (e.g. paper, files, books, periodicals, and slide collections).

Microscopy/Balance Vendor
A Microscope vendor will prepare the less intricate microscopes for relocation by JK Moving Services. The vendor will also provide set-up and calibration services for these microscopes after they are placed in their new location.

In addition, a vendor will be contracted to calibrate all balances following the completion of the relocation.

Other Vendors
As per your instructions, specialty vendors or manufacturers’ technical support representatives will be servicing your specialized equipment.

5. Bench Items/Equipment

Laboratory staff must prepare bench top items for packing by disconnecting them from utilities and power sources, decontaminating/surface wiping (use materials provided by or approved by Safety) and tagging them with the appropriate future lab room and bench location. Each lab should have available and accessible an equipment layout for their laboratory space that denotes each piece of equipment/floor/bench locations. The physical move happens relatively quickly and it is important that each lab has a plan in place for the placement of each bench top item.

Bench top items will be bubble wrapped and depending on the size and type will either be packed in crates or placed on padded equipment carts for transportation. Lab supplies and glassware will be wrapped and moved in plastic crates. Equipment that does not fit into the crates and that requires packing should have an affixed label already with the destination. Once the equipment is properly wrapped and packed, the packers will affix an identical label on top. Again, there will be every effort made to check with the end-user the correct destinations.
6. Refrigerated and Frozen Contents

- **Deep freezers (-80 and -20)** will be relocated with the contents intact. However, you need to contain all loose vials and bottles inside self-closing plastic bags, boxes, or another container to keep them intact. Newspaper wrap is used to fill in the empty spaces in the freezers to prevent contents from shifting. Priority is given in transporting freezers to minimize the downtime. Please, don’t forget to mark your freezer with the destination label as soon as possible.

- **Deli cabinets and refrigerators** must be emptied prior to moving. Styrofoam coolers with dry ice / blue ice packs will be provided to move contents to an already installed fridge/freezer at the new site. The mover will relocate the contents along with the freezers and refrigerators. The mover can move these materials as long as they are not hazardous to plants, animals or humans. If the lab manager chooses to have the mover relocate their temperature sensitive materials, they are asked to notify the Relocation Coordinator of this during their pre-move walk-through. If there is no refrigerator available at the new site, the mover will relocate the refrigerators simultaneously with the cool boxes, so that the refrigerators can be immediately connected and contents placed in, as soon as possible. You may also use the cold rooms until the refrigerators get sufficiently cooled down.

7. Heavy, Oversized Equipment, Optical Tables, Machine Equipment

All heavy, oversized equipment will be handled by the rigging crew and mechanized portable lifting equipment.

8. Decontamination of Laboratory Equipment

An important step in the moving process is cleaning and decontaminating laboratory surfaces and equipment to protect the health and safety of investigators, movers, and other staff. Consult with GW Safety on appropriate solvents and cleaning materials for specialty areas or to get advice on how to clean and decontaminate certain areas.

Once decontamination is completed, remove or obliterate all warning signs and labels from all equipment and the interior of the laboratory (radiation, biohazard, etc.). GW Safety will come inspect and verify that the decontamination is adequate to allow safe packing by the movers. Movers will not pack a space which does not have verification by Safety. **In order for the relocation process to follow the schedule, please notify Safety for a timely inspection.**

Each department is expected to leave the lab, support and administrative areas in a clean and clear condition. This includes removing surplus equipment,
cleaning/decontaminating work surfaces and bench tops, clearing out and disposing of all excess supplies, trash and chemicals in the appropriate manner and turning in all keys and access cards. All labs must be cleaned, turned over and secured within three days of each group’s last physical move day. Again, a clearance sign will be posted on the door for you to sign indicating you have cleared the area of all materials and hazards.

Office Services - Notification

- Please notify all vendors who supply your office with regular service about your move day and make arrangements for deliveries to the new address. Example: Bottled Water Service – the mover will not move your drinking water bottles;
- You will need to notify your regular vendor regarding the pick-up and resupply of your gas tanks. The mover will not move gas tanks.

9. Packing and Tagging

Packing Tips

- Do not fill cartons/crates to the top; ensure the carton/crate will close properly.
- Cartons/crates should be stacked no more than four high once they are packed.
- Papers and desktop items you are currently working on should be packed in a separate carton/crate, and marked with your “Open First” label, so the movers will know to place that carton/crate in an easily accessible location for you.
- Loose items, such as pens, pencils, and clips should be placed in a sealed envelope before being packed into one of your cartons/crates.
- All furniture must be completely empty of contents. All contents should be packed into cartons/crates or thrown away.
- Do not pack any equipment items into cartons/crates
- Items already in boxes do not need to be further packed into a crate. Simply place one of your labels on the side of the box.
- Please pack any contents to be moved which you do not expect to unpack right away into cardboard cartons instead of crates.
- Personal items should be taken home prior to the move.
- You should begin unpacking your cartons/crates immediately after your move is completed. All crates must be unpacked prior to the crate collection deadline.
- Please stack all unpacked crates neatly in the designated area for the movers to collect later.
Labeling Tips
- Use your pre-printed labels to identify all items intended to be moved to your new space.
- For cartons/crates, place labels on the short end near the handles. Do not place labels on the tops or long sides where they will not be seen by the movers.
- Equipment items to be relocated will be labeled by the relocation team.
- If you have items moving to your new space which are currently somewhere other than your old space, be certain they are labeled and listed on your checkout sheet noting their current location.

Purge and Surplus
- Please continue to purge or surplus your files and other space contents to reduce the impact on move day.
- Do not lock any drawers or cabinets on your current furniture.
- Tape any keys inside the top drawer or cabinet.
- DO NOT leave any keys in the locks, they may get broken when the furniture is moved.
George Washington University Science and Engineering Hall
Laboratory Pre-Move Checklist

Chemicals
- Segregate your chemicals based on compatibility
- Schedule the disposal of all surplus chemicals through GW Health and Safety at http://www.gwu.edu/safety/health/program/environment_health_safety/hwrequest.cfm
- Consolidate all of your chemical containers in one place where they can easily be packed and moved by the chemical movers

Radiological Materials
- Contact GW Health and Safety at safety@gwu.edu to schedule a pick-up of any waste containers prior to your move
- Coordinate with GW Health and Safety to arrange for the clearance/posting of your lab prior to move day. If RAD materials were used in your lab a swipe test must be done

Biological Materials
- Decontaminate all potentially contaminated work surfaces
- Properly package the biological materials you plan to move

Gas Cylinders
- Coordinate with your current vendor to make a final pick up of your current cylinders and deliver new tanks to your laboratory at Science and Engineering Hall prior to your move day

Health & Safety
- Stop working at your biosafety cabinets/hoods to get ready for decontamination 1 week prior to move day
- If your bio-safety cabinet is moving, contact Fox RPM to coordinate the disconnect/move. Coordinate through e-mail with Robert Breslaw, rbreslaw@foxcorp.com, for assistance

Surplus of Equipment
- Prepare all of your equipment for surplus by decontaminating it with a 10% bleach solution

Disconnect & Label Equipment
- Disconnect and decontaminate the equipment you plan to move or arrange with Fox RPM to have it disconnected by a specialized vendor
- Arrange for building maintenance to disconnect the alarms to your deep freezers and/or incubators prior to the actual move of this equipment
- Label each piece of equipment with a pre-printed color label, provided by Fox, designating the new floor, room, and area/bench location
- Disconnect all computers that are being used within the lab environment and place peripherals in provided computer bags

Prepare for glassware packing by JK Moving Services
- Go through cabinetry, casework and storage units to discard any contents you will not need in the future
- Leave pre-printed labels in each shelf, drawer, and cabinet to be packed so the packers will know how to tag the contents

Please visit GW Health and Safety’s Lab Safety and Research page for specific questions.
http://www.gwu.edu/safety/health/program/environment_health_safety/lab_safety_research.cfm