UNASSISTED LAB MOVES
FREQUENTLY ASKED QUESTIONS

When should my LABORATORY SHUT DOWN?
• Radioactive usage must cease one week before the move. VEHS has to clear the lab for shut down and radioactive tagged equipment has to be cleared for movers.
• Tissue culture shuts down or is moved to temporary location at least 5 days before the move to drain incubators.
• MAIN LABORATORY should shut down at noon the day before the movers are scheduled to arrive. At this time last minute items should be packed and ready to be moved.

How will I “CLOSE OUT MY LAB”?
• Contact VEHS at 322-0925 and notify them you will be moving.
• VEHS will provide step-by-step instructions for proper lab close-out and certification.

Who will clear my LAMINAR FLOW HOODS & BIO SAFETY CABINETS for a move?
• VEHS. Call your compliance officer (see list above)
• Everything should be wiped down with a 10% bleach solution.
• How many hoods/BSC’s will be moving? Hoods must be decontaminated prior to move.
• What services will be needed in new location?
• Plant Services Plumbing Shop will require a WO to disconnect and reconnect this equipment.
• Hoods/BSCs must be relocated by approved movers.
• You will need to schedule recertification after they are moved.

What about RADIATION, DOSIMETER, XRAY?
• Contact radioactive waste 343-3526.
• It takes about a week to clear your lab. Schedule this in advance.
• All radioactive equipment must be cleared by VEHS prior to moving.

What do I do with chemicals that are unlabeled, unknown, or to be discarded?
• VEHS will assist you with this. Please contact 322-2057.
• Verify that all chemical containers are intact & the caps in good shape.

How do I move CHEMICALS?
• VEHS will provide you with proper containers depending for moving your chemicals several days prior to your move.
• All chemicals must be clearly labeled whether they are being moved or going to disposal. Pink tags are required for all chemicals that will not be moving with you.
• Check for “surprises” under the fume hood or tucked behind equipment.
• The lab is responsible for moving chemicals as well as liquids. Movers are not licensed to move them.
**How do I move BIO-HAZARDS above Level 2?**
- Contact the VEHS Biosafety Officer at 322-0927.

**How do I move GAS CYLINDERS?**
- Department should contact their compressed gas vendor.
- Inventory the gas cylinders in your current location and identify where they will be placed in your new location.
- It is cheaper to simply have the vendor pick up your empty tanks from the old lab and deliver full ones to the new lab. The exception would be the more expensive gases.

**How will LARGE EQUIPMENT be moved?**
- Equipment that is not too heavy will be moved on an equipment cart by the movers.
- For heavier, larger items a 4-wheel dolly will be used.
- Please notify your dept/office manager if you have equipment that will need recalibration or is extremely delicate. You will need to call and schedule this. It is best to schedule this for the day after the move so the service people can work uninterrupted by the movers.
- Someone from the lab must accompany each piece of equipment as it is being moved.

**How will my SMALL BENCH EQUIPMENT be moved?**
- Equipment carts will be provided by the movers. Movers will place equipment on these carts and shrink wrap them so the equipment is contained and secure.

**How will EQUIPMENT UNDER SERVICE CONTRACT be moved?**
- Please contact the manufacturer of the equipment to schedule service to move.
- In most cases the service company will want their representative to either move the equipment or verify that it is in working order before and after the move.

**What about items in refrigerators, freezers, incubators, etc?**
- Have storage available for day of the move for 4C, -20C, -70C, and cell incubators as needed.
- Items that remain in refrigerators and freezers must be boxed!
- No bottles or chemicals can be moved before equipment is in place. They must be stored until equipment is moved.
- Check with other laboratories and departments for common refrigerators, freezers, and incubators available for short term storage.

**How do I move SUB-ZERO FREEZERS?**
- Verify voltage requirements of each freezer.
- All freezers must be packed as tightly as possible.
- Pack freezer tightly from the “bottom up”
- A laboratory staff member and a representative from the moving company must be present when freezers are plugged in at the new location. Please notify the electric shop prior to move day that you may need their assistance.
- Double check everything in your freezer to be certain all items are securely fastened or sealed.
How do I move –20º FREEZERS & REFRIGERATOR CONTENTS?

- Shelves need to be emptied before moving.
- Remove items from doors.
- Items may be boxed and packed down securely into bottom drawer if there is one.
- Use foam coolers and dry ice.
- Check with your Dept. Admin. or designated point person in your lab for these items.

How do I move CHEST FREEZERS?

- Chest freezers may remain packed if items are secure.

How do I move my INCUBATORS?

- Clean incubators.
- Water jacketed incubators MUST be drained
- Incubators MUST be empty of contents.
- It is the responsibility of your lab/department to find any temporary storage space for growing cells.

How do I move my MICROSCOPES?

- Most microscopes can be moved on equipment carts.
- Each lab will wrap their microscopes in bubble wrap. The movers place them on a cart that is shrink-wrapped so everything is secure. Note: the Apparatus Shop does not supply bubble wrap.
- When the microscopes arrive at the new destination they will be placed in the room, bench & bench space location indicated on the label.
- For extremely sensitive microscopes you may wish to move them yourself or have the vendor move them.

PHONES

Will my phone number change?

- You will need to submit an e-Procurement requisition to schedule phone moves. Allow 3 weeks to get this scheduled.
- Your ITS contact will let you know if your phone numbers will need to changed. They try to keep the phone number with the individual if at all possible.

Will I have the same type of phone?

- Phones are transferred with the same equipment and service.
- Your dept. will need to issue an e-Procurement requisition to upgrade or add on service.
- You will need to contact ITS to determine where you will want your phones and faxes to be located in your new space at least 10 days prior to your move.

When will phone service stop in my current space and start in the new space?

- Service will stop at old location on MOVE DAY and restart on MOVE DAY at your new location, unless your Move Captain requests different days.
MAIL
- Your department admin will be responsible for notifying the post office of your address change.

KEYS & CARD SWIPES
- It is the responsibility of the lab to determine how many keys to what doors will be required.
- You will need to submit a key requisition to Plant Services. This must be hand delivered to the Plant Services office (B0312) in the basement of MCN.

What about FedEx & UPS deliveries?
- If you are currently receiving packages from UPS or FedEx directly to your office please notify your department admin. Remember to place a sign on the door of your old location to notify delivery personnel about new location information.

MOVING DAY
- Lab should have one person at your current location and one person at the new location to assist movers with any questions.
- Have copies of your “furniture/equipment floor plans” at your new location
- Make sure all equipment is working properly before it is unplugged.
- Only members of the Move Team should be present during the physical moves. It is best to encourage lab staff to work from home or at another location while the movers are in the space.

Will my equipment be INSURED?
Please read the following information regarding insurance for your equipment.
- The user will have to prove that the damage or loss was a result of direct physical damage.
- The mover is not liable for mechanical or electrical malfunctions of refrigerators, freezers, incubators, etc. if there is no external sign of damage or other proof.
- All claims must be submitted within 30 days of the move
- According to Vanderbilt Risk & Insurance Management there is virtually no insurance available for a piece of equipment that ceases working without physical proof of damage or mishandling.
- Vanderbilt Risk Management suggests each lab document and be able to show that each piece of machinery/equipment being moved was operable before the move just in case.
- Please contact VU Risk Management if you have questions.
Essential Names & Phone Numbers

Logistics Planner:
Jean Lomax, office: 322-4805, cell: 300-2373  jean.lomax@vanderbilt.edu

Construction Coordinators:
Doug Kinsey 322-2009   Terry Ralph 343-8442

Phones:
Contact ITS and use eProcurement to move or add phones.

Plumbing & Electrical Connects or Disconnects
Contact Plant Services and use a Plant Services “Work Order” to request plumbing services (gas, air, vac, water for equipment, ice makers), to install or change electrical outlets, or to move wallboards or distilled water systems. You may request an estimate of charges, if time allows. Use the 24 hour number for urgent needs.

♦ Plant Services 343-4443
♦ Request for Repairs (24 hr) 322-2041

Computer Moves
Contact your IT staff/LAN Mgr. directly to schedule computer moves and verify data port activation.

Mail Service
Please notify the Post Office as early as possible, about 6 weeks before your move is preferable, with name and location change information. The post office requires this information be submitted online. For more detailed information, you may call 322-8761 or visit http://www.mc.vanderbilt.edu/copypost/hints.htm.

Moving Services
VUMC Apparatus Shop can provide limited moving services. The Apparatus Shop accepts 1180s and usually schedules moves on Mon., Tue., and Wed. They will not provide packing supplies or packing services. Apparatus Shop 322-2669

For more extensive moves that may exceed the scope provided in house moving contact Greg Hicks at Alexander’s Mobility. They will provide an estimate, packing supplies, packing, and moving services. Alexander’s Mobility 512-3640

Storage and Surplus Disposal
For storage or surplus disposal submit a work order for Moving and Storage Services. If your request requires disassembly prior to moving additional coordination may be required. Moving and Storage Services 936-4626

Federal Law requires all computers be disposed of as hazardous waste due to heavy metals, etc. This includes monitors, hard drives, scanners, keyboards. Contact your department IT/LAN Mgr. to prepare your computer for disposal.

Cleaning Services
Contact Environmental Services for trash carts or cleaning of the area you are vacating or occupying. There is no charge for School of Medicine departments. Environmental Services 322-6107 or for MAB, OH, Hospitals & Clinics 343-1000

Capital Equipment Relocation
VU Capital Equipment is tagged and must be tracked when it is relocated. Departments will be responsible for reporting “Fixed Asset Activity”. Transfer and disposal of this equipment must be reported. Equipment Inventory 322-4882

Parking
Campus Traffic and Parking 322-2554
Medical Center Parking and Transportation Services 936-1215
If your entire medical center department is relocating please contact Bethany Rosen.

Lab Related Health and Safety Issues
For any issues concerning BSCs, Freezers, Lab Equipment contact Vanderbilt Environmental Health and Safety 322-2057
Lab Relocation Checklist

Move Preparation
- Contact VEHS and notify them of intent to relocate Lab. (2-2057)
- Decontaminate all laboratory equipment. Wipe down with 10% bleach solution or standard lab disinfectant.
- Pack all glassware and supplies in boxes. Do not over pack boxes.
- Remove all media and supplies from drawers, shelves, and cabinets.

Biohazardous Materials
- Disinfect all work surfaces that may be contaminated.
- Place all sharps in containers and dispose.
- Biological Safety Cabinets require professional decontamination and recertification once moved.
- Fume hoods must be cleaned and certified for use.

Radioactive Materials
- Clean surfaces & equipment; remove radioactive cores from equipment, prior to being moved.
- Schedule a radioactive survey with VEHS. Allow 1-2 weeks.

Chemical Safety
- Remove all chemicals from laboratory.
- Moving company employees will not move chemicals. Lab staff must move these in approved VEHS bins. Any powder or liquid is considered a chemical for moving purposes, including cleaning supplies, water, and salts.
- Wash laboratory bench tops with soap and water and wipe down with decontaminant.
- Hazardous waste should be put in the proper containers for waste pick-up by VEHS.
- Remove disposable liners / covers from work surfaces.

Additional Lab Relocation Items
- Gas Cylinders- Vendor should pick up empty cylinders at old lab and deliver full ones to the new location.
- Microscopes–The department may wish to have these specially handled by manufacturer.
- Cleaning – Contact Environmental Services 2-5 days prior to the move and request that they clean vacated and new lab areas.
- Equipment - **VU Capital Equipment is tagged and must be tracked when it is relocated.** Departments will be responsible for reporting “Fixed Asset Activity.” Transfer and disposal of this equipment MUST be reported. Contact 2-4882 to report changes.

- **Insurance and Valuation – Important** – Our outside moving companies provide $49,999.00 replacement value (with no deductible) per move. Their maximum liability is to repair or replace the piece that was moved. Per VU Risk Management, the moving company is responsible for a broken piece of equipment, but in a situation where the piece of equipment is not tested by the user to assure it is working properly the insurance company for the mover is not responsible for damage to the contents of the refrigerator/ freezer. **The insurance company is not liable if there is no indication of physical damage.** Check all refrigeration equipment within an hour of its move to new destination. A designee of the moving company and user’s representative must be present when equipment is checked to verify good working condition.
Moving from Off Campus - Lab Relocation Checklist

**Move Preparation**
- Contact VEHS and notify them of intent to relocate Lab. (2-2057)
- Decontaminate all laboratory equipment. Wipe down with 10% bleach solution or standard lab disinfectant.
- Pack all glassware and supplies in boxes. Do not over pack boxes.
- Remove all media and supplies from drawers, shelves, and cabinets.

**Bio-hazardous Materials**
- Disinfect all work surfaces that may be contaminated.
- Place all sharps in containers and dispose.
- Biological Safety Cabinets require professional decontamination and recertification once moved.
- Fume hoods must be cleaned and certified for use.

**Radioactive Materials**
- Clean surfaces & equipment; remove radioactive cores from equipment, prior to being moved.
- Schedule a radioactive survey with VEHS. Allow 1-2 weeks.

**Chemical Safety**
- Remove all chemicals from laboratory.
- Moving company employees will not move chemicals. Lab staff must move these in approved VEHS bins. Any powder or liquid is considered a chemical for moving purposes, including cleaning supplies, water, and salts.
- Wash laboratory bench tops with soap and water and wipe down with decontaminant.
- Hazardous waste should be put in the proper containers for waste pick-up by VEHS.
- Remove disposable liners / covers from work surfaces.

**Freezers and Refrigerators**
- [-80] freezers may be moved as is. If it is being transported empty it should be defrosted prior to moving.
- [-20] contents in door must be removed. No loose vials or other containers. Contents must be boxed. Pack as tightly as possible & fill voids with packing paper to prevent any shifting or movement during transport. If it is being transported empty it should be defrosted prior to move. Allow 48 hours for defrosting.
- Cryofreezers should be moved by an approved vendor.

**Additional Lab Relocation Items**
- Gas Cylinders- Vendor should pick up empty cylinders at old lab and deliver full ones to the new location.
- Microscopes–The department may wish to have these specially handled by manufacturer.
- Equipment - **VU Capital Equipment is tagged and must be tracked when it is relocated.** Departments will be responsible for reporting “Fixed Asset Activity. Transfer and disposal of this equipment MUST be reported. Contact 2-4882 to report changes.
- Liquid Nitrogen tanks are Considered Hazardous Material. Must use company licensed to transport HazMat. You must notify VEHS prior to moving liquid nitrogen. 322-2057

- **Insurance & Valuation – Important** – If Vanderbilt is paying for your move please contact VU Risk Management (615) 936-0660 to discuss liability issues. Most moving companies require physical proof of damage for claims to be filed. For items of high dollar value or under service contract it is best to contact the equipment vendor or service provider.
HELPFUL HINTS FOR MOVING YOUR LAB

• Have ONE person in charge (lab manager, technician, PI, etc.).
  o Do not expect the person in charge to continue their normal workload during this process.
  o This person will have to devote a majority of their time to this effort before, during, and after the move.
  o Keep lab staff abreast of deadlines, new lab set-up, and updates.
  o Field questions and take suggestions.

• Have storage available the day of the move for 4C, -20C, -70C, & cell incubators as needed
  o Items that remain in refrigerators and freezers must be boxed.
  o No bottles, chemicals, etc. can be moved before equipment is in place. They must be stored until equipment is moved.
  o Check with other laboratories and departments for common refrigerators/freezers and incubators available for short term storage.

• Have everyone in the lab help!
  o Use regular one gallon storage bags to store drawer contents.
  o Everyone should pack their own benches including:
    ▪ Desk items such as books, notebooks, files etc.
    ▪ Bench items such as solutions, vortex, micro centrifuges, pipet aids, etc.
  o Assign everyone a specific area to pack:
    ▪ Drawers/Shelves
    ▪ Tissue Culture
    ▪ Catalogs, Files contents

• Collect used boxes from other laboratory’s deliveries for:
  o All solutions (RT, 4C, -20C, -70C and COLD ROOM contents).
  o Chemicals (RT, 4C, -20C, -70C and COLD ROOM).
  o These items must be carried by lab personnel the day of the move after the movers finish.
• Label all equipment and pre-determine where it will go in new laboratory
  o Make sure you have measured...twice!
  o Check available outlets and voltage needs for that piece of equipment prior to move day.
  o Put labels in new labs and offices for movers to identify the day of the move.

• Label all boxes well
  o Boxes should be labeled with the contents and new bench number.
    ▪ Labels should be placed on the short side of the box.
    ▪ Boxes are stacked - so labels on top of boxes will not be visible when you begin to unpack.
    ▪ If you have more than one box of the same thing, mark box 1 of 2, 2 of 2, etc.

• Laboratory Shut Down
  o Radioactive usage must cease one week before the move (VEHS has to clear the lab for shut down and radioactive tagged equipment has to be cleared for movers).
  o Tissue culture shuts down at least 5 days before the move to drain incubators.
  o Main laboratory should shut down at noon the day before the movers are scheduled to arrive. At this time last minute items should be packed and ready to be moved.

• Day of the move
  o Only the move captain and a few designated lab staff should be on-site the day of the move. All other lab personnel should work from home or take the day off.
  o Have one person stationed at the old lab and one person at the new lab to assist movers with any questions.
  o Have copies of your “blueprints” for equipment placement available for movers.
  o Make sure someone from your lab verifies that equipment is working properly before unplugging.
o Someone from your lab must plug-in equipment and someone from moving company needs to witness.
  o In the unlikely event that something is damaged call the person who coordinated your move right away.
  o MOVERS ARE NOT ALLOWED TO UNPLUG OR PLUG IN ANY ELECTRICAL ITEMS.

If you plan well and complete the prep work your move will go smoothly.