

Relocation Activation Guide

Move Questions or Concerns?

Contact the Activation Team at 703-759-2252

Activation Guide

What's Moving?

- Equipment - Master Equipment List
- Chemicals, Radioisotopes
- Office Equipment and contents
- Special items, unique to your lab

Purge

- Equipment - Surplus, transfer
- Chemicals - Chem Waste pickup, transfer
- Office Clutter, Files and Records - Archive, recycle
- Disposables - Reduce stock levels

Pack and Move

- Equipment - Specialty and regular move
- Chemicals - Separate, label, move in categories
- Files – Move intact
- Records – Secure patient info during process
- Most items – Use moving carts, shrink wrapped

Process

- Preparation – Activation Kick Off, lab visits – 60 days prior to move
- Verify NIH access - Keys, phones, access cards - 15 days prior to move
- Pre-Move – Non-essential items - 2 days prior to move
 - Packing – Minimal, pack your personal items - 1 day prior to move
- Move – Move team relocates labs and offices – move day
- Post-Move – Confirm successful move completion
 - Cleanup of old space - <https://policymanual.nih.gov/1215>

Move Questions or Concerns?

Contact the Activation Team at 703-759-2252

NIH Relocations – Moving Your Lab Safely

Excellent reference manual developed by The Division of Occupational Health and Safety (DOHS), Division of Radiation Safety (DRS), and Division of Environmental Protection (DEP). Use the link:

<http://www.ors.od.nih.gov/sr/dohs/documents/MovingYourLabSafely.pdf>

Important Phone Numbers

| Call: | Important Phone Numbers |
|--------------|---|
| 301-496-5774 | Division of Radiation Safety |
| 301-496-7990 | Division of Environmental Protection |
| 301-496-5711 | Division of Personal Property Services |
| 301-496-2346 | DOHS Safety Operations & Support Branch |
| 301-496-4294 | DOHS Community Health Branch |
| 301-496-3457 | DOHS Technical Assistance Branch |
| | |
| Call: | For information about: |
| 301-496-2346 | Biological/chemical/physical hazards |
| 301-496-3457 | Biological safety cabinets |
| 301-496-2346 | Chemical fume hood clearances |
| 301-496-4710 | Chemical Waste Pickup |
| 301-496-2346 | Decontamination–biological and chemical |
| 301-496-5774 | Decontamination–radiological |
| 301-496-2346 | Medical pathological waste (MPW) |
| 301-496-4357 | NIH Help Desk |
| 301-496-5774 | Radiation safety |
| 301-496-4451 | Radioactive Waste Pickup |
| 301-402-6349 | Recycling – canvas bins |
| 301-496-5711 | Surplus - equipment |
| 301-435-8000 | Trash – blue bins (Housekeeping) |

| |
|---|
| Necessary Forms - http://forms.nih.gov |
| NIH Form 649 Report of Property Transfer |
| DEP Chemical Move Services Form |
| NIH Form 2683 Certification that Equipment is Free From Hazards |

Move Questions or Concerns?
Contact the Activation Team at 703-759-2252