

F Wing Relocation 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
- Packing – minimal, take home personal items - 7 days prior to move
- Pre-Move – non-essential items - 2 days prior to move
- Move – Move team relocates labs and offices – move day
- Post-Move – Confirm successful move completion

Move Questions or Concerns?

Contact the F-Wing Activation Team at 301-496-0905

NIH Relocations – [Moving Your Lab Safely](#) Important Phone Numbers & Hyperlinks

Call:	Important Phone Numbers
301-496-5774	Division of Radiation Safety Phone List Division of Radiation Safety Intranet Homepage
301-496-7990	Division of Environmental Protection
301-594-2078	Division of Personal Property Section
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	Procedures for Biological, Chemical, and Radiological Spills/Exposure NIH 2013 Chemical Safety Guide
301-496-3457	Biological safety cabinets
301-496-2346	Chemical fume hood clearances
301-496-4710	Chemical Waste Pickup Chemical Waste Service Requests NIH Surplus Chemical Redistribution Program
301-496-2346 301-496-2960	Decontamination–biological and chemical Chemical Hazards Emergency Medical Management
301-496-5774 301-496-2960	Moving Your Lab Safely – See pages 16-17 on Radiation Safety Radioactive Waste Information: Waste Handling, Pickup, and Disposal Division of Radiation Safety Intranet Homepage Radiation Safety Training Intranet Homepage DRS Brochure on Radiation Safety Training Courses Decontamination–radiological (General Info from DOHS)
301-496-2346	Medical pathological waste (MPW)
301-496-4357	NIH Help Desk
301-496-5774	Radiation safety Special Requirements for Labs Using Radioactive Materials
301-496-4451	Radioactive Waste Pickup
301-496-3277	Radioactive Materials Moving Services
301-496-7990	Recycling
301-496-2873	Surplus - equipment NIH Personal Property Management Guide from Policy Manual Property Management Through OHR

Necessary Forms - <http://forms.nih.gov>

[NIH Form 649 Report of Property Transfer](#)

[DEP Chemical Move Services Form](#)

[NIH E-form for Transfer \(Pickup\) of Surplus Personal Property](#)

[NIH Form 2683 Certification that Equipment is Free From Hazards](#)

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