

Lab Packing

Guide





LAB PACKING:

1.5 cubic feet “book” boxes, 3.1 cubic feet boxes for larger glassware, SpeedPaks, bubble wrap, anti-static plastic bags and labels will be made available to each move group. These will be delivered to centralized locations: *please identify an area within your department (i.e., conference room, vacant room) where these can be delivered.*

- The size of the “Book Box” used in office/lab relocation automatically limits the box’s weight capacity to approximately 50 pounds. If you are re-using boxes from within your office space, limit cartons when possible to a maximum weight of 50 pounds to make handling easier. Use boxes that can be closed.
- Start with infrequently used items. Build up in layers, with heaviest items on the bottom and lightest on top.
- The 3.1 cubic ft. boxes are designated for larger glassware items (glassware too large for the 1.5 cubic ft. boxes) **ONLY**.
- **Glassware** should be packed separately from other types of items. There will be special tags that say “GLASS” that will be affixed to any box containing glass. Wrap glassware with bubble wrap, but don’t use tape. *Bubble wrap for glassware will be **RECYCLED**.* SpeedPaks will be staged throughout destination specifically for the collection of bubble wrap.

Please place a “Glass” label on any boxes/containers used for packing glassware to ensure proper identification.

This means a total of 4 labels will be placed on each box: 2 labels with your destination information placed on opposing ends of the box, and 2 labels, directly above or below the 1st set identifying the contents as ‘Glass’.



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- SpeedPaks are large, open-top, triple corrugated cardboard boxes that sit on a flat 4-wheel dolly. SpeedPaks are for lightweight, bulky items such as plastic ware.



- **Instruments & Equipment** should be unplugged and wrapped with a double layer of bubble wrap. The most effective way to protect equipment with bubble wrap is to use two layers with the bubbles facing into each other – the one flat, skin layer will be against the equipment and the second facing out. Do use tape to secure the bubble wrap on equipment. Place a moving tag (as shown on following pages) on the equipment. Prestige will place instruments & equipment into the SpeedPaks, with additional padding, at the start of the move; and will remove the items from the SpeedPaks and place on the designated bench at destination. **Green tag equipment should have both the green tag and the moving label visible to move crews.**

Examples of equipment that should be bubble wrapped:





Examples of equipment that should be bubble wrapped, cont'd:



- **Microscopes** should be unplugged and bubble wrapped. Remove any protruding pieces from your equipment (i.e., eye pieces) and all other removable parts bubble wrap independently, and place in a box and labeled to correspond to the microscope. *As with the glassware, please mark all component boxes with a 'Fragile' label: one on each end of the box, directly above or below your destination labels.*



Prestige will place Microscopes into the SpeedPaks, with additional padding, at the start of the move; and will remove them from the SpeedPaks and place on the designated bench at destination. If you have a case for the microscope, please pack per manufacturer's instructions and label the case.

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- **Centrifuges** should be prepared for the move by their Vendor. Once prepped for the move, Prestige will pad wrap and shrink wrap each unit then use Roll-A-Lifts to lift the unit to an e-track four-wheel dolly where the centrifuge will be 'locked' into place with moving straps.



Roll-A-Lift



e-track dolly

General Packing Instructions:

- Make sure your boxes are packed firmly in order to keep their contents from shifting during the move. Avoid overloading the carton, but aim for a firm pack; the cover should close easily without forcing, but should not bend inward.
- As you pack, be sure no sharp points, edges or rims are left uncovered. Wind extension cords, and "plug" each end into the other so the prongs do not suffer or cause damage.
- Pack the contents of all cabinets, shelves, drawers, lateral files & storage cabinets – **except chemicals** (please see Chemical Packing section, following).



LAB LABELING:

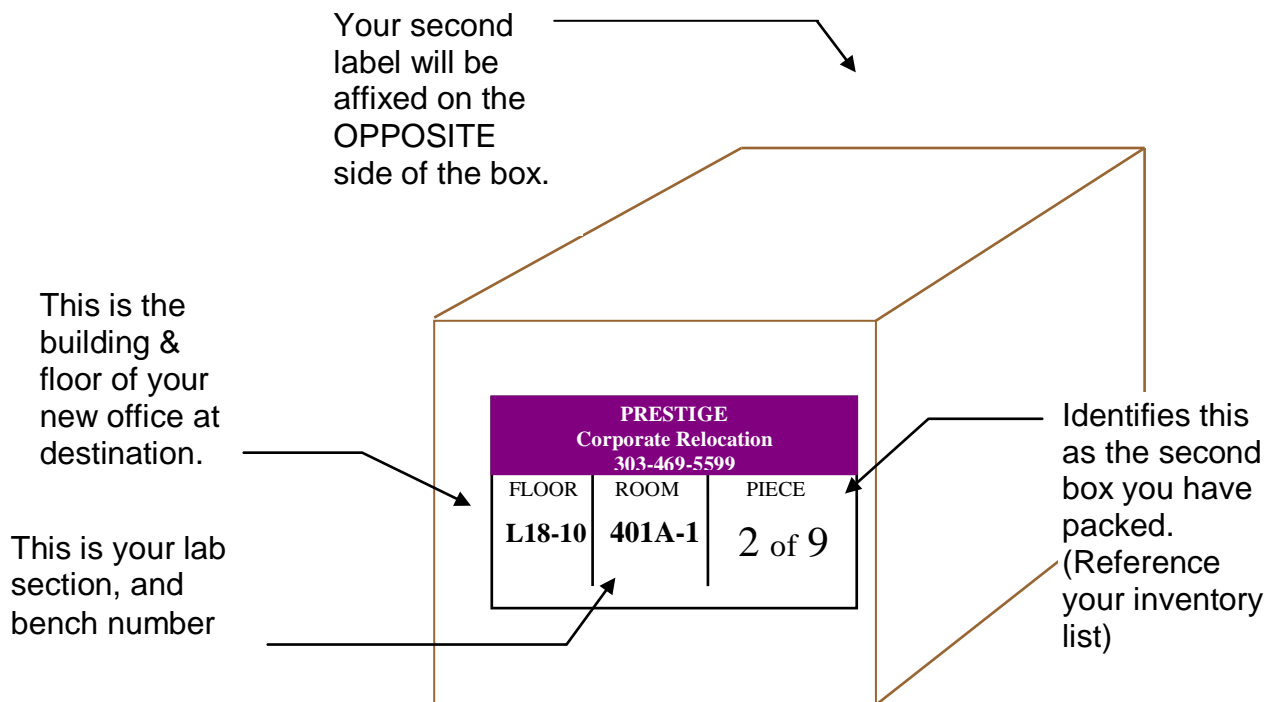
When preparing your boxes to be moved, labeling is extremely important. DO NOT affix a label to the top or bottom of a box, as the labels will be useless when the boxes are stacked. **Please use two labels per box, placing one on each of the shorter ends.**

Be sure to label each box according to its desired destination. This makes unloading a much quicker process. As you begin to pack, have in mind where you would like the contents of each of the boxes to be located at destination, then number your boxes accordingly.



FILLING OUT THE LABEL:

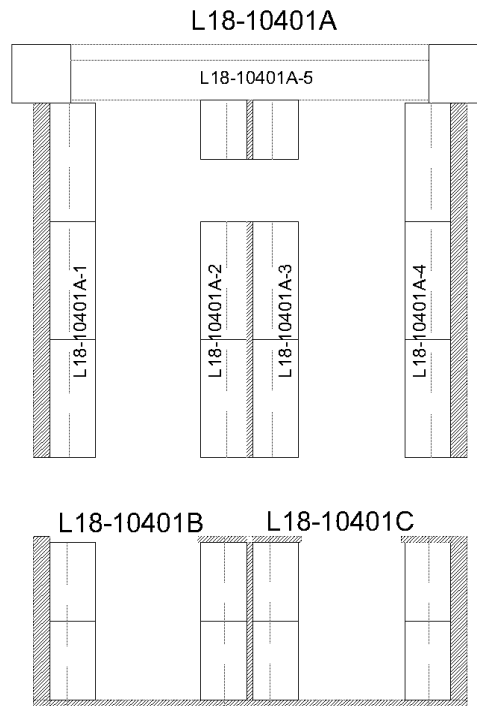
- ⇒ **Floor:** Indicating the **destination** floor (and wing, if applicable).
- ⇒ **Room:** This can be either a Room number or a Cubicle number, or both as applicable.
- ⇒ **Piece:** The box number, corresponding to your personal inventory.
- ⇒ **Name:** To help eliminate confusion, we ask that you write your last name over the colored portion of the label.





LAB EQUIPMENT LABELS:

- ⇒ **Floor:** Indicating the **destination** building & floor. (L18-10 in example below).
- ⇒ **Room:** This refers to the lab “bay” number (‘401A’ with ‘-1’ to indicate that it goes on bench #1, below)
- ⇒ **Piece:** The box number, corresponding to your inventory



TYPICAL LAB SECTION LAYOUT

TYPICAL LAB SECTION LAYOUT



Use equipment labels provided to your Move Coordinator to identify where each piece of equipment needs to be placed. One label should be placed on the equipment to be moved, and a matching label should be posted on the wall or bench at the new site.

CHEMICAL PACKING AND RELOCATION:

A specially licensed sub-contractor (Clean Harbors) will be packing and relocating lab chemicals. In addition to the requirements listed in the UCB Environmental Health & Safety Division's move guide you will need to provide or do the following:

- A completed inventory of chemicals is required from each lab in advance of the move.
- Each container must be labeled with the full chemical name or provide a chart with the full chemical name that corresponds to what is actually in the container. (e.g., M9 from biochemistry lab)
- Provide a complete list of chemicals that will be shipped for each lab; highlight any and all materials that need to be shipped cold.
- On the shipping list, include the size of each container, instead of how much is in it, and give the quantity of containers.
- All containers must be sealed or closed with a properly fitting lid.
- Gather all chemicals at a central location in each lab. Chemicals may be grouped according to which area of the new lab they will be placed. Provide a completed moving label (leave on the counter with the chemicals) for the new location. The label will be placed on the barrel.
- Have all chemicals that are to be disposed of removed prior to move day (weeks in advance if possible).
- The move contractors will not move any gas cylinders, radioactive materials, infectious materials, outdated chemical reagents or chemical wastes, select agents, or controlled substances. These items must be identified to the appropriate staff and addressed well in advance of the move.



LIQUID NITROGEN DEWARS MOVE PROCESS



To move the numerous Cryogenic Liquid Nitrogen Vessels, Prestige has created EthoFoam inserts, specially fitted to our SpeedPaks. Because the lids of the vessels won't lock down, successful movement is a major concern.



Prestige brought in our crating specialist, who created customized foam inserts that could be built-up in layers to accommodate the differing sizes of the vessels to be moved safely.

Please do not fill your liquid nitrogen tanks prior to your move! We prefer that your tanks be no more than ½-full at the time of the move. Prestige crews will pack your tanks into Speedpaks either with the ethofoam inserts shown above, or with moving blankets packed around them. We will move one tank per SpeedPak.



REFRIGERATOR MOVES:

Please follow UCB Environmental Health & Safety Division's guidelines for relocation of chemical and hazardous materials for your refrigerated items too.

Refrigerators must be emptied of all contents before moving. Coolers will be provided to hold refrigerated items until refrigerators have been relocated, re-plugged and determined to be operating correctly. All coolers should be tagged with a moving tag and include the new location numbers for the refrigerator.

The following options are available to hold coolers of refrigerated items until equipment is back up and running:

- 1) Keep your coolers in your existing cold rooms until the refrigerator has been moved and back up and running. The coolers would be transported once the refrigerator is up and running
- 2) If you have more than one refrigerator, you can split the move of your refrigerators and keep items at the old location until the relocated units have been moved and are running, then transport all refrigerated items to the units at the new site, then move the remaining refrigerators.
- 3) You can share refrigerators with other groups and hold your items in someone else's refrigerator until yours has been moved and back up and running. Then you can store the other group's refrigerated items until their units have been moved.

FREEZER MOVES:

Freezers may be moved with their contents in place. Use packing paper (provided by Prestige) to secure and prevent shifting of the contents. Freezers will be labeled to identify their location at the new site. A limited number of freezers (**approximately 6**) will be moved each day, to facilitate any repairs or replacement if equipment failure occurs. Each group will need to prioritize which of their freezers will go 1st, 2nd, and so on.

