

# 5 KEY STEPS TO A SUCCESSFUL LABORATORY RELOCATION

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**GET  
STARTED**



Relocating a laboratory, whether down the hall or to another continent, is a complex endeavor. It impacts your scientists and their research, your customers, and your business goals. Whether academic or commercial, quality control or R&D, with 20 instruments or 2,000, your lab needs to get up and running in its new location with as little disruption as possible.

How smoothly it goes and how quickly lab operations return to normal depends entirely on planning, organization, and expertise.

Following these five key steps in advance of your move will help ensure a successful relocation.



## STEP 1

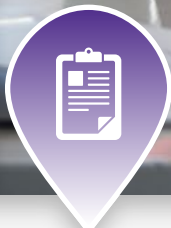
# Start Planning Early – and Keep Planning Throughout

Most often, though not always, the decision to relocate a laboratory is made well in advance of the physical moving date. Take advantage of whatever time you're given by starting your relocation planning immediately.

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## CREATE A PROJECT TEAM



This includes **appointing an internal project team** that can gather all necessary **information** and **data**, create a **relocation plan**, make informed **decisions**, and **follow-up** to keep the project on track. The team should include a small but representative group of stakeholders who are empowered to:

- **Make decisions** that progress the project
- **Seek input** from a wide variety of people affected by the relocation, including lab users



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“We’ve been very pleased with the flexibility of skilled [experts] during the relocation of our



The complete move was managed in about five weeks with a great handling of all the details. All major assets were tested and verified before and after the move allowing us to rely on consistent results during all of the phases of the project.”

Ing. Vittorio Nocente  
Siena Biotech, Italy



## LEAN TEAM



Resist the urge to pack the project team with too many members; a lean team will better cope with the **fast-moving** and **constantly changing pace** of the relocation project.

Members of the project team should have defined roles and responsibilities, and the team should work out a plan for:

- How often they **meet**
- How to **record** and **communicate** decisions
- How to **monitor** activity and **adhere** to the schedule



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Re-commissioning for  
**44 Labs** at  
**\$2.5bn** Hospital Products  
Manufacturer



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## Pharma Sector Relocation



### Re-commissioning for 44 Labs at \$2.5bn Hospital Products Manufacturer

- **PerkinElmer as the main contractor provided in-house services including:**
  - Pre-and post-calibration & qualification
  - Custom qualification protocol development for Analytical Systems
  - Equipment and accessory labeling
  - Dismantling, packing, setup, and qualification
  - Sample handling (-80, -20°C) & Restricted Standards
- **Managed moving company & chemical waste management company**
- **3 categories of equipment, plus chemicals, across 44 labs**
  - 300 pieces of General Lab Apparatus
  - 150 Analytical Systems (1000 items)
  - Process Equipment (requiring specialized moving equipment)
- **Relocation of Specialized Process Equipment**



## SEEK INPUT

**Seek a balanced viewpoint** by reaching out to finance, regulatory, IT, facilities, engineering, Health & Safety, the user community, and even legal and human resources in some cases.

**Gain information** from the ground up, especially to determine and understand the operational impact to lab activity and lab suppliers during the relocation period.

**Collective team insights** can make planning more comprehensive, helping to outline activities and events and realistic timelines, as well as expected outcomes.

Have the project team consider these questions:

What will the physical aspect of the relocation mean to the business/organization?

What activity needs to stop?  
What cannot be stopped?

What measures are needed to mitigate risk?

Are there regulatory requirements, mandates & documentation to consider?

How can resources be used and deployed to best reduce exposure to operational and financial issues?



## HAVE A CONTINGENCY PLAN READY TO GO

Once the project team creates its initial plan, **the group should continue planning**. Initial plans change; it is entirely likely the eventual move looks nothing like the original plan. That is not a sign of failure, but of an effective project team responding to new information, discovering alternative and more efficient processes to enhance the move, and addressing unforeseen or unavoidable delays – particularly for moves to refurbished or new construction labs.

Having a contingency plan, **should Plan A start to fail**, is also important. A clear plan and an active project team will help smooth the relocation process.

The project team must plan for every eventuality, expect the unexpected, and strive to develop a contingency plan to mitigate a range of potential issues.





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## Ensuring Safe Transport



### Ensuring the Safe Transport and Handling of Samples

#### Degradation Samples

Consumer product samples requiring a stable temperature of 24 °C +/- 2 °C were transported utilizing an environmentally controlled truck. Prior to loading the truck and transporting, the sample containers and the truck environment required a **24 hour stability** equilibrium period to ensure proper temperature.

#### Frozen Biologicals

Samples were transported across the country in **-80 °C freezers** utilizing a generator to properly support the electrical requirements of the freezers. Freezer temperature was monitored utilizing an on board monitoring system to ensure proper temperature was maintained inside of the truck throughout the move.

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## STEP 2

# Define and Document the Project Scope

Having a clear understanding of the scope of the relocation is essential to effective planning and implementation of the move. Underestimating the scope can lead to complications in the final delivery of services that are required in advance of, during, and after the physical move.

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**Document exactly the services required** from all providers as well as the desired outcomes.

The partners you hire need to be **strategically sourced and scheduled on your timeline** to ensure expectations are understood and met.

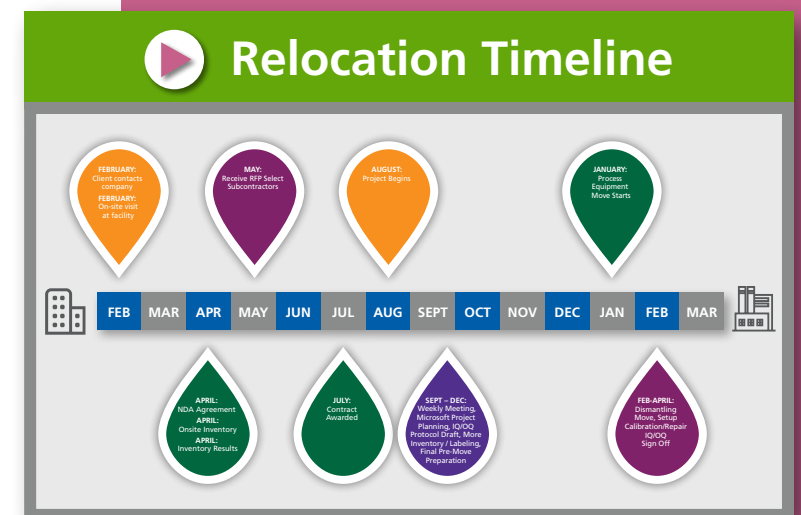
**For example: instrumentation needs to be decommissioned and recommissioned at the right intervals to ensure scientific experiments & manufacturing production are not delayed**



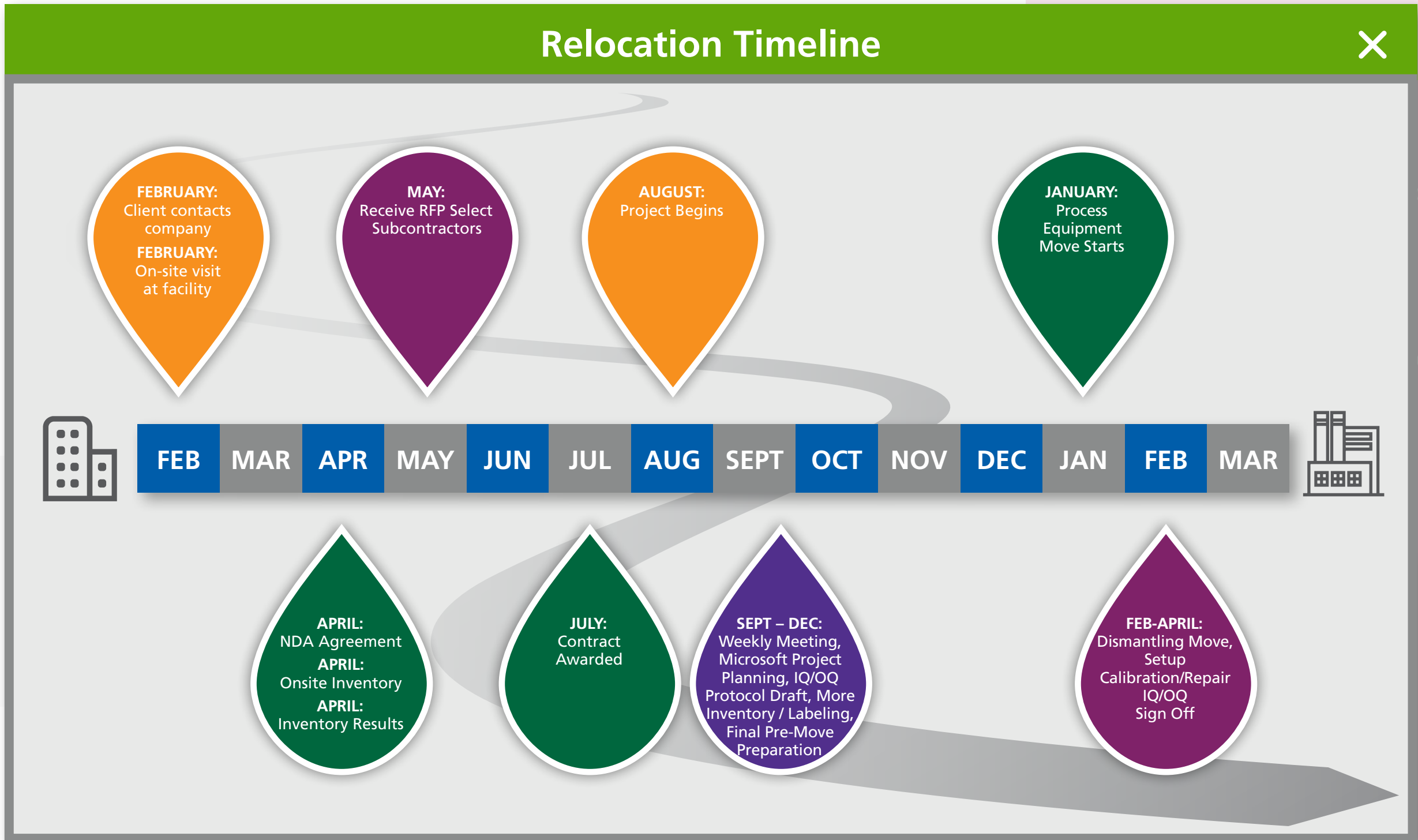
Define

### LOGISTICS TO CONSIDER:

- Pack / Unpack
- Decommission / Recommission
- IT Connections
- Temperature Control
- Global Regulatory Compliance







## DETAILS MATTER

Partner only with **experienced relocation specialists** to **guarantee equipment and samples** are protected.

Make sure your **partners are experienced** in packing and unpacking expensive equipment as well as:

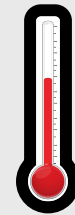
BIOHAZARDOUS  
MATERIALS



BIOLOGICAL  
SAMPLES



TEMPERATURE  
CONTROLLED SAMPLES



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Recent examples of our  
**holistic approach  
in action**



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## Pharma Sector Relocation



### Recent examples of our holistic approach in action

- **For a pharmaceutical company relocating multiple lab facilities** from Plan-Les-Ouates to Sécheron, France, **OneSource Laboratory Relocation managed every aspect of the process**, from overall project management and pre-move planning to onsite set up of equipment and computer systems
- **OneSource Laboratory Relocation Services** prepped, packaged, transported and set up more than **1,000 instruments** and **restricted samples** from -80 °C, -20 °C and 4 °C freezers and refrigerators for a medical manufacturing company



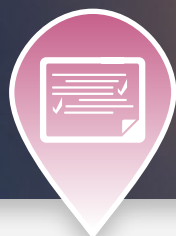


## DETAILS MATTER (cont.)

Providing logistics service partners with a detailed list of expectations helps them to clearly understand your project scope, **reducing your risk of unexpected costs** at the time of execution.

### What's in the Details?

- **When you are moving**, during the week or on the weekend?
- **How much time** can be devoted to packing and unpacking?
- **Can you** partially or fully shut down lab operations?
- **Do you need** to plan for temperature control? At what volume?
- **Are you moving** chemicals and hazardous materials? At what volume?
- **Do you understand** the lead time required to obtain Goods in Transit insurance to protect your expensive instruments and equipment?
- **What type of** Regulatory paperwork is required in order to stay compliant?
- **Can you provide** a complete asset inventory with serial #s and tagged for qualification, calibration and temperature mapping needs?
- **Are you relocating** to another country? What type of international paperwork is required?



Define




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## STEP 3

# Communicate



Once the project team has developed its project plan, the back-up project plan, and defined the scope of the relocation, it must ensure it communicates well with a wide range of stakeholders. This includes keeping lab users, lab managers, business leaders, suppliers, vendors, facility managers, and others up-to-date. The project team should be influenced by a balanced viewpoint from finance, compliance/quality, facilities, engineering, IT, H&S, the user community and in some cases legal and HR.

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Communicate



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## INTERNAL COMMUNICATIONS

From an employee perspective, relocation **can** mean drastic changes so **open communication is key**

- **Outline** the value of relocation
- **Inform** affected employees of key dates
- **Communicate** expectations, progress and next steps



Communicate

## EXTERNAL COMMUNICATIONS

Here you need to create a communications structure designed for reporting **and over-communicating** so all partners become aware of:

- **Changes** to the project plan
- **Scheduling** updates
- **Shifting** priorities





## STEP 4

# Expect Changes to the Plan

The many moving parts in a laboratory relocation present multiple risks and potential changes to the initial project plan. Planning for various scenarios is one way to mitigate risk.

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Back-Up Plan



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## CONTINGENCY PLANNING

Created at the start of the project and updated daily, the RAID lists any potential risk or issues, which are “opened” if they occur and tracked throughout the project until resolved.

- **Plan** for multiple scenarios even the worst case scenario so your team is prepared with a contingency plan
- **Know** your partners, providers and outside vendors and their policies and if there is room for flexibility



Laboratory Relocation

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In Action

Minimizing Downtime



Back-Up Plan



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## Laboratory Relocation



### IN ACTION: Minimizing Downtime



#### **A major new-born screening laboratory**

providing public health services in five U.S. states was being relocated, but due to its 24-hour operations, the move needed to be scheduled to minimize operational downtime.

OneSource Laboratory Relocation Services split the move into four phases to reduce risk and operational impact to the client. Two early, preparative planning phases lasting approximately

four months enabling a single weekend move of the vast majority of the 250 instruments and associated equipment, followed by a final transfer of the remaining equipment and set up of the new lab.



Minimizing Downtime



Back-Up Plan



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## WHAT COULD POSSIBLY GO WRONG?

- Incorrect instrument services (e.g., water or gas connections)
- Instrument failure after the move due to mechanical derangement
- Delayed county certifications
- Inclement weather

Laboratory Relocation

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In Action

**Minimizing Downtime**

“The commitment, agility, and tenacity of the PerkinElmer relocation specialists, including the project management and engineering teams dedicated to the move, were evident as heavy unexpected snow threatened to derail the delicately planned schedule. PerkinElmer understood the importance of remaining on schedule no matter what, and battled through the storm to ensure we remained on target and made our go-live date.”

Large Biotechnology Customer



Back-Up Plan



### Laboratory Relocation



#### IN ACTION: Minimizing Downtime

A **global biotechnology company** was relocating a lab of more than **500 instruments** to a new facility about 10 miles away. The client's desire was to have the laboratory brought back up as quickly as possible in its new location.

OneSource Laboratory Relocation Services conducted an assessment of the most **effective and efficient uptime sequencing**. PerkinElmer handled the decommissioning, handling, packing, transportation, and recommissioning of the instrumentation, as well as the controlled handling of temperature-sensitive assets. The physical move occurred over a weekend to **minimize** disruption and **reduce** business-critical downtime.

“The commitment, including the planning, were evident and on schedule. PerkinElmer, no matter what, and battled through the storm to ensure we remained on target and made our go-live date.”

Large Biotechnology Customer



Back-Up Plan



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## STEP 5

# Work with an Experienced Relocation Partner

The logistics involved in moving a lab are numerous, complicated, foreseen and unforeseen, and daunting for the inexperienced. It is far more than the physical transportation of glassware, samples, reagents, and instruments. The best internal project teams will struggle to anticipate every conceivable complication.

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## BROAD EXPERIENCE HANDLING ALL TYPES OF MULTI-VENDOR EQUIPMENT

### General Lab Equipment

Balances, pH Meters, Refrigerators, Freezers, Ovens, Shakers, Incubators, Furnaces, Hoods, Centrifuges, Thermal Cyclers, Circulating Baths, Stirrers, Hotplates, PCs / Monitors / Printers, high end instruments, and more.

### Analytical Lab Equipment

HPLC, LC/MS, GC, GC/MS, 2DGCMSTOF, Spectrophotometers, Particle Size Counters, Flow Cytometers, SFE, Melting Point, Viscometers, TG-MS, AKTA, Dissolution, and many other instruments.

**All relocated instruments and materials are backed by “Goods in Transit Insurance” for your peace of mind.**



Partner



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Relocating a lab is a **complex** and **challenging event** for organizations of any size. PerkinElmer OneSource Relocation Services has witnessed the adverse impacts of poor planning or a lack of adequate time. Bringing in a laboratory relocation specialist early helps to navigate initial hurdles, bring focus and vision to the planning stages, and assist in establishing processes that will ensure the relocation is **fully scoped, managed, and delivered successfully**.

When it comes to laboratory relocations, time and expertise should be part of the plan. To reduce risk and ensure a successful, smooth relocation, it is wise and cost effective to partner with a proven relocation specialist company.

OneSource Relocation Services will provide you with the support, from planning through validation in your new location, that you need to ensure a successful move. **Get started today.**



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