

# 5 Key Steps to a Successful Laboratory Relocation

OneSource® Laboratory Services offers fully customized relocation solutions every step of the way

20 instruments or 2,000? Across the hall or across the world?  
We move your lab and get you up and running.

## Step 1 Plan



- Assign the team and make it lean
- Seek input across the company
- Plan for measures to mitigate risk
- Expect the unexpected with a back-up plan



## Step 2 Define



- Consider the logistics: Decommissioning... Packing... Unpacking... Transporting... Hazmat Handling... Recommissioning... IT Connections... Temperature Control... Global Regulatory Compliance...

## Step 3 Communicate



- Determine who needs to be in-the-know. From lab managers to business leaders and supply vendors to facility managers and general company employees – **an internal and external communications plan is crucial to the success of a laboratory relocation**

Keep an eye on lead time – determine what needs to be planned for in advance like “Goods in Transit” insurance, regulatory documents that need to be processed, time-sensitive and temperature controlled projects.

## Step 4 Contingency Plan



- 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

Contingency planning should include a RAID — Risks, Assumptions, Issues, and Dependencies — or Risk Register. 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.

## Step 5 Partner



- Choose a single solution provider with proven experience

The ideal partner provides end-to-end turnkey service, guiding you through the early planning stages to full operation of the lab in your new location. This would be managed under one purchase order, as one project management agreement, with one point of contact — eliminating fragmentation of multiple service providers.