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.

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.

5 Key Steps to a Successful Laboratory Relocation

**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

**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.

Worried you’ll overlook an important detail? We won’t. We’ve helped companies big and small move their labs. Start the conversation today!

Learn more about the complete portfolio of OneSource Laboratory Services: www.perkinelmer.com/OneSource • 1.800.762.4000