

## LBLN Facilities Division – Procedure LOGIS-005

### Title: Transportation – Moves Coordination *For Final Review*

#### Application

This procedure applies to Facilities personnel and outside contractors responsible for the movement and/or relocation of LBNL personnel and property between LBNL on and offsite locations. The Facilities Moves function does not transport hazardous materials. The Transport of hazardous materials is under the jurisdiction/responsibility of the EH&S Division.

#### Purpose

There is an ongoing need at the Laboratory to relocate personnel and property between On and Offsite locations. The scale of the moves at LBNL is varied. Each move requires a Moves Coordinator to meet with the client, prepare for the move, coordinate personnel and equipment, address safety concerns and perform the actual move. Areas addressed prior to and at the time of the move include identifying required material handling equipment, contracting personnel, coordinating computer and telephone relocation, moving furniture and property, and identifying potentially hazardous conditions. The Transportation Moves function will ensure that:

- Each move request will be reviewed with the client prior to the move
- Onsite supervision will be provided during move
- Disruption to the client will be kept at a minimum
- Furniture and equipment will not be damaged while in transit
- All movement of hazardous materials will be processed per EH&S procedures
- All personnel, including contractors, will receive appropriate safety training
- The Facilities Move Coordinator will provide technical direction to key personnel

#### Scope

The scope of this procedure includes LBNL staff and management, Facilities Division, Property Management, Offsite Warehouse, contracted moving company(s), EH&S, IT Services and Facilities Transportation. These groups work together to ensure that all processes utilized for the movement and/or relocation of personnel and property at LBNL are preformed in an efficient, timely and safe manner.



## Roles & Responsibilities

### **LBNL Division/Requester**

- Determines scope of move
- Accesses the Facilities WRC website at to schedule move
- Meets with Moves Coordinator
- Contacts EH&S if requesting movement of hazardous material

### **Move Coordinator**

- Point of contact for all office/building moves
- Reviews all move requests
- Prepares new location to accommodate personnel and material(s) associated with move
- Understands and is familiar with Building Codes, safety standards, construction techniques and equipment
- Ensures that each move is performed in a safe manner by conducting briefing sessions
- Coordinates movement of personnel, equipment, furniture and systems between and/or among LBNL locations

### **Material Handler/Contract Employee**

- Prepares material for transport per Move Coordinator instruction
- Notifies Move Coordinator if a hazardous condition is observed
- Loads material at each location
- Performs all duties per EH&S safety guidelines

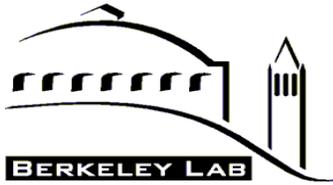
### **Technical Supervisor**

- Provides line management to the Facilities Move functions
- Ensures staff compliance with all LBNL, EH&S, DOE and DOT 49CFR requirements
- Conducts safety meetings and coordinates EH&S training for Moves personnel

## Procedure

### **Requester**

- Contact EH&S if hazardous material(s) are present and require movement
- Submit work order through the Facilities WRC web site at:  
[https://workrequest.lbl.gov/jsp/workreq\\_login.jsp](https://workrequest.lbl.gov/jsp/workreq_login.jsp)
- Meet with Moves Coordinator to review request
- Obtain moving boxes and packaging from Moves Coordinator
- Pack personal items and mark boxes with name and destination
- Prepare Transportation Authorization Form (TAF) (See LOGIS-008 Exhibits, Exhibit I)
- Do not disconnect computer or telephones
- Contact IT Help Desk for Computer and Telephone questions at extension 4357

**Moves Coordinator (Pre-Move)**

- Meet with client and review request
- Prepare client/job "punch list" (see LOGIS-008 Exhibits, Exhibit K)
- Inventory items to be moved
- Determine physical space restraints and project requirements
- Contact computer system administrator and Telephone coordinator (IT Division)
- Document the presence of DOE tagged property
- Contact Facilities Craft Supervisor if necessary
- Arrange for LBNL and/or contract personnel as needed
- Provide cost estimate if required
- Schedule and verify move date with all affected personnel
- Deliver Packing boxes and other packing material as required

**Moves Coordinator (Safety Considerations)**

- Review project and identify potential job safety problems
- Devise methods to safely transport delicate scientific apparatus/equipment
- Apply current building codes, safety standards and proper construction techniques
- Ensure that outside contractor(s) are familiar with LBNL EH&S Practices and procedures

**Moves Coordinator (Day of Move)**

- Provide on-site supervision during move as required
- Ensure that furniture and equipment is not damaged while in transit
- Ensure that furniture and/or equipment does not block egress from buildings
- Ensure that all activities associated with potential hazardous conditions are performed in accordance with current EH&S Occupational Safety Procedures (OSP)
- Ensure that all moving personnel observe required safety practices
- Take appropriate action to correct any unsafe condition
- Provide technical direction to key personnel

**Moves Material Handler/Contract Employee**

- Perform all work in a safe manner
- Contact Move Coordinator if hazardous condition observed
- Wear Personal Protective Equipment (PPE) when required
- Dismantle shelving, racks and partitions per supervisor instruction
- Place material on pallets and/or on rolling package carts
- Sweep floor and pickup trash when room emptied
- Stage material away from building egress locations
- Load delivery vehicle in a safe and secure manner utilizing blankets and tie downs
- Off loads material at destination
- Perform assembly of racks and partitions as required



- Report to Move Coordinator when assigned work completed

### References

- LOGIS-004, Transportation
- EH&S PUB 3000
- LBNL Property Guide
- Transportation Training Documents
- Site Logistics Security Guide (Nov. 2008)
- LBNL Work Request Center website
- Department of Transportation 49CFR, 172.0

### Contacts

Title	Name	Ext.	Email
LBNL Facilities Move Coordinator	Ronnie Woods	4223	<a href="mailto:RJWoods@lbl.gov">RJWoods@lbl.gov</a>
Technical Supervisor	Tamara Brown	5232	<a href="mailto:TABrown@lbl.gov">TABrown@lbl.gov</a>
IT Help Desk Computer & Telephones	Charlie Verboom	4357	<a href="mailto:CEVerboom@lbl.gov">CEVerboom@lbl.gov</a>
EH&S Administrator	June Wong	4845	<a href="mailto:JJWong@lbl.gov">JJWong@lbl.gov</a>

\* Future automated links will be accessible from this Procedure Document