Moves

BRIEF

Policy Summary
This policy establishes the process for managing the ongoing need to relocate personnel and property for Berkeley Lab.

Who Should Read This Policy
- Personnel requesting relocation of a work area or equipment to another location within the Laboratory
- Operations personnel and outside contractors responsible for the movement and/or relocation of personnel and property between Berkeley Lab on- and off-site locations

To Read the Full Policy, Go To:
The POLICY tab on this wiki page

Contact Information
Space Management Planning and Move Coordinator
Facilities Division

Work Request Center, ext. 6274
Facilities Division

Policy

POLICY

A. Purpose
This policy establishes the process for managing the ongoing need to relocate personnel and property for Lawrence Berkeley National Laboratory (Berkeley Lab).

B. Persons Affected
- Personnel requesting relocation of a work area or equipment to another location within Berkeley Lab.
- Operations personnel and outside contractors responsible for the movement and/or relocation of personnel and property between Berkeley Lab on- and off-site locations

C. Exceptions
Moving hazardous materials is not included in this policy.
D. Policy Statement

This policy ensures that all processes utilized for the movement and/or relocation of personnel and property at Berkeley Lab are performed in an efficient, timely, and safe manner.

Berkeley Lab requires any relocation of personnel and property between Laboratory locations to be managed by the Facilities Move Coordinator. There is an ongoing need at Berkeley Lab to relocate personnel and property between on-site and off-site locations, and the scale of those moves is varied. The Move Coordinator is responsible for meeting with the client, preparing for the move, coordinating personnel and equipment involved in the move, identifying potentially hazardous conditions, coordinating computer and telephone relocations, and coordinating the moving of furniture and property.

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</table>
| Berkeley Lab Division/Requester  | • Proposes the scope of the move  
• Accesses the Facilities Work Request Center Web site to request a move  
• Reviews the request with the Moves Coordinator  
• Contacts EH&S if requesting movement of hazardous material |
| Move Coordinator                 | • Serves as the point of contact for all office/building moves  
• Reviews all move requests  
• Performs pre-field verification of the new location to accommodate personnel and material(s) associated with move  
• Confirms the scope of the move  
• Understands and is familiar with current building codes and basic safety standards  
• Coordinates movement of personnel, equipment, furniture, and systems between and/or among Berkeley Lab locations  
• Maintains current Subcontractor Job Hazards Analysis (sJHA) for all contract move companies and document oversight |
| Material Handler/Contract Employee | • Performs pre-field verification of new location to accommodate personnel and material(s) associated with the move  
• Prepares material for transport  
• Notifies Move Coordinator if a hazardous condition is observed  
• Loads/delivers material at each location  
• Performs all duties per EHSS safety guidelines |
| Technical Supervisor            | • Provides line management to the Facilities Move functions  
• Ensures staff compliance with all Berkeley Lab, EHSS, Department of Energy, and Department of Transportation 49 CFR requirements |

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Institutional Document</td>
<td>A publication authorized by Laboratory management that delineates Laboratory-wide or multifunctional policy, procedures, regulations, or plans. A subset of authoritative documents. Scientific and technical publications and reports are not included in this definition. Examples: Personal Property Policy Manual, Radiation Protection Program, Requirements and Policies Manual</td>
</tr>
<tr>
<td>Policy</td>
<td>Statements or directives from the federal, state, or local government; the University of California; or Berkeley Lab senior management that set a course of action, define acceptable conduct, or implement governing principles. Example: Berkeley Lab Site Access</td>
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<tr>
<td>Procedure</td>
<td>A series of specific steps to be followed to accomplish work or to carry out a policy or requirement. Procedures are controls meant to mitigate risk, improve efficiency, or assure compliance. Examples: Obtaining a Berkeley Lab badge, maintaining the Laboratory’s 12 kV electrical system, completing a travel expense form</td>
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G. Recordkeeping Requirements

None

H. Implementing Documents
I. Contact Information

Space Management Planning and Move Coordinator  
Facilities Division

Work Request Center, ext. 6274  
Facilities Division

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tbody>
<tr>
<td>1/2/2012</td>
<td>0</td>
<td>L. Young</td>
<td>Prepare for wiki, revised per RPM</td>
<td>all</td>
<td>Minor</td>
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<tr>
<td>12/4/2012</td>
<td>1</td>
<td>K. Toulouse</td>
<td>Rewrite for wiki (policy)</td>
<td>all</td>
<td>Minor</td>
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<tr>
<td>1/20/2015</td>
<td>J. Braithwaite</td>
<td></td>
<td>Three-year review - no changes</td>
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Document Information

**DOCUMENT INFORMATION**

- **Title:** Moves
- **Document number:** 09.07.001.000
- **Revision number:** 1
- **Publication date:** 12/4/2012
- **Effective date:** 1/2/2012
- **Next review date:** 1/20/2018
- **Policy Area:** Moves
- **RPM Section (home):** Facilities Management
- **RPM Section (cross-reference):** none
- **Functional Division:** Facilities
- **Prior reference information (optional):**

Source Requirements Documents

- Code of Federal Regulations, Title 49, Transportation, Parts 100–1699, *Other Regulations Relating to Transportation*

Other Driving Requirements

- Berkeley Lab *Space Management Policy*
- Berkeley Lab *Property Manual (PUB-3032)*

Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>LOGIS-005</td>
<td>Transportation – Moves Coordination</td>
<td>Procedure</td>
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