University of Connecticut
User Move Guide

UCONN | UNIVERSITY OF CONNECTICUT

UNIVERSITY PLANNING, DESIGN & CONSTRUCTION

Revised 3/2022

University of Connecticut
USER MOVE GUIDE

TABLE OF CONTENTS

INTRODUCTION

Enclosed for your review is a comprehensive User Move Guide which will provide details and tips to help you prepare for your move.

Our moving and rigging vendors have a great deal of experience with relocations and will provide the moving services in support of the project. Additionally, specialty vendors/manufacturers (if applicable to your move) will be involved to ensure a smooth transition.

Any move can be unsettling. The goal is to make the process simple and efficient in order to allow you and your group to settle into your new space as quickly as possible. It is important to remember that this document serves as a general guide and will answer the majority of questions that you may have concerning your role in the move. Please contact your Move Coordinator (MC) with any questions, not specifically addressed in this guide.

There will be a great deal of activity prior to and during the move. Logistics and access for the mover/rigger will be critical to getting your items moved efficiently. It will be imperative that you are all packed/labeled and ready by your move day.
Your MC will work closely with the UPDC Team to determine how you can be of assistance during the process. This could include being present during portions of the move or remaining out of the main move activity area to ensure the movers the space needed to efficiently carry out your relocation.

Once again, thank you for the vital role you have taken in ensuring a smooth and successful move.

Respectfully,

University Planning, Design & Construction (UPDC) Move Logistics Team

MOVE PROCESS OVERVIEW

12 Months Prior to Move

- ☐ Move Process Overview Meeting
- ☐ Department Operational Interviews
- ☐ Move Coordinator Kickoff
- ☐ Review Any Equipment/Existing Service Contracts with CPCA
- ☐ FF&E Presentation to Gant Leadership Committee
- ☐ Master Move Timeline & Construction Schedule Overview, Identify key upcoming Academic Programs/Events
- ☐ Perform Existing Equipment Inventory

9 Months Prior to Move

- ☐ Distribute Move Guide
- ☐ Inventory Confidential Records
- ☐ Inventory Chemicals/Engage EH&S
- ☐ Engage Specialty Equipment Vendors
- ☐ Move Vendor Walkthroughs & Estimates
- ☐ Present Move Process to Department

6 Months Prior to Move

- ☐ Begin purging files & storage- Request of Shred Bins (Ongoing)
- ☐ ACT 39/Asset Panda Process for unwanted items (Ongoing)
- ☐ Complete tasks on EHS Lab Clearance Form (Appendix D, D1, D2, D3 & D4).
- ☐ Continue to submit chem , bio & radioactive waste pick-up requests, electronically submit. (Appendix D1/D2/D3/D4)
- ☐ Finalize Specialty Equipment Vendor Quotes

3+ Months Prior to Move

- ☐ Finalize Test Fit Plans (input to UPDC)
- ☐ Coordination with Leased Equipment & Specialty Equipment Vendors (input to your MC, UPDC & Gilbane)
- ☐ Finalize Move Schedule (input to UPDC & Gilbane)
- ☐ Room Assignments (coordination with your MC)
- ☐ Thoroughly review this Move Guide and ask your MC any questions
- ☐ IT Inventory & Phone Transfer Matrix Due (~6wks prior to move)

1 Month Prior to the Move

- ☐ Arrange for Chem, Bio & Radioactive Waste Pick-ups through EHS & electronically submit (Appendix D1/D2/D3/D4)
- ☐ Crate/Box Packing Supply Delivery
- ☐ Review Detailed Move Activities and all forms required to complete

2 Weeks Prior to the Move

- ☐ Staff Packing Begins
- ☐ Remove all personal items until move is complete.

1 Week Prior to the Move

- ☐ Pre-Move Move Coordinator Walkthrough
- ☐ Begin cleaning, packing and labeling non-essential items
- ☐ Verify all items on the EHS Lab Clearance (Appendix D) have been completed/submit form to EHS U-4097
- ☐ Begin completing Move Checkout Inventory (Appendix B), etc

DAY BEFORE MOVE

- ☐ Ensure that all items are cleaned and devices + IT components are labeled
- ☐ Take last minute personal belongings home with you
- ☐ Complete your Move Checkout Inventory form (Appendix B) and confirm that all is ready for your move
- ☐ **ALL PACKING COMPLETED BY CLOSE OF BUSINESS**

MOVE DAY

- ☐ All move contents to be moved on Move Day
- ☐ On-site ONLY if/when approved by MC

POST MOVE

- ☐ Complete Post Move Forms & Move Coordinator Final Check-out
- ☐ Final Building Cleanout, IT Troubleshooting Visit

MOVE COORDINATORS (MC)

All Moves have a designee, assigned to coordinate between the Move Logistics Team and the department staff and serve as the Move Coordinator(MC). This representative, referred to in this move guide as a Move Coordinator (MC), will also be responsible for coordinating pre-move, move, and post move activities within his or her department. There will be move meetings that require the appointed MC's attendance and in some cases, Move Coordinators may be required to be present during move activities.

Lab Specific Moves typically have the PI (Principal Investigator), and/or their designee, assigned to coordinate between the Move Logistics Team and the lab staff and serve as the Move Coordinator(MC).

PREPARING THE "FROM" SPACES
What, When and How to Pack…

As you know, space is limited. Packing too far in advance of your move can lead to safety issues with regards to corridor clearance and make it inconvenient if you accidentally pack something you need prior to move day.

UConn UPDC & the Move Logistics Team will determine the best schedule and approach to packing, staging and relocating items to avoid operational disruption. Please check with your designated MC regarding areas within your building that have been designated for storage of move/packing materials, as well as recycle and trash collection for use during your packing and purging process.

In this guide, you will also find information regarding hazardous materials, surplus equipment removal, etc. Please follow the defined processes and procedures to insure a safe and efficient move of all items.

What?

You are responsible for packing the contents of all areas within your departments. It will be your responsibility to have all files, desk contents, books, office and lab contents packed and labeled **PRIOR TO** the day of your move.

If you have requested additional packing support thru your MC, the movers will be scheduled to provide that support prior to your move; however, it is still your responsibility to ensure that everything you need moved gets packed and labelled. Please reach out to your MC if you have any concerns about getting packed.

IT equipment: Users are responsible for powering down and labeling IT equipment being relocated the day before the Move. On Move Day, Movers will disconnect, pack and reconnect IT equipment.

Lab equipment: Some lab equipment can be disconnected, prepared for move and reconnected by your lab staff; however, some lab equipment requires specialty vendor/manufacturer involvement to properly disconnect, pack and reconnect it. Some lab equipment also requires a specialty vendor/manufacturer to move it, but some can be moved by the mover/rigger.

It is imperative that you work with your MC and the UPDC Team to identify the move process for each piece of equipment in your area. This will require a lot of time to coordinate.

MONTHS in advance of the move.

Chemicals, biological materials & other hazardous materials:
UConn EHS will be involved in the move of all chemicals, biological & radioactive materials, as well as the disposal of any excess/surplus hazardous materials not moving to your new space.

The EHS *Lab Clearance Form* must be completed by lab staff prior to moving. See Appendix D.

Excess/Surplus equipment:
- For equipment not moving to your new space, refer to Appendix C for instructions.
- If you will be submitting any items to Surplus and currently don't have access to Asset Panda. Asset Panda Request Form must be completed (Appendix C1)
- Contact your MC for further assistance Surplus/Asset Panda instructions.

When?

Physical preparation for your move begins **weeks prior to your move date** with the delivery of empty crates. A detailed move activity schedule will be distributed at a later date. If your schedule requires that you pack in advance of the scheduled crate delivery for your move, please notify your MC and we will arrange for early delivery of packing materials.

Unpack your crates immediately following the move as the Moving Company will collect empty crates approximately **ONE week after your move**. NOTE: UConn rents the crates from the mover, so if they are not returned, there is a rental fee of $100 per crate charge.

How?

When packing moving crates, follow these steps:
1) Assemble moving crate
2) Load contents using packing materials as needed
3) Close the top
4) Label crate on the short side
5) Place next crate on top
6) Repeat this process until the crates are **no more than four high**

Please keep all crates destined for the same location stacked together to avoid any confusion on delivery location.

Lastly, be sure to have all labels on the same side (the short side) of your stacked crates.
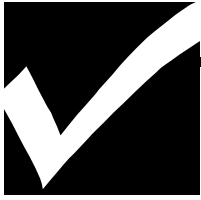
✓ MOVE PREPARATION CHECK LIST

Have you ....?

- ✓ Notified your contacts and/or anyone who may mail you something of your new location and contact information

- ✓ Setup your phone away message stating your office is moving.
  NOTE: You can access your UConn UITS-provided voice mail from any telephone.
  Dial 6-5555 (on-campus) or 860-486-5555 (off-campus) and follow the prompts.

- ✓ Taken all personal items and plants home

- ✓ Emptied all furniture: desks, credenzas, bookcases and file cabinets

- ✓ Attached a label to the short end of all move contents(boxes/furniture items)

- ✓ Inserted identification in each crate in case the label falls off

- ✓ Followed all IT Preparation & Packing Instructions: Filled out an extra sheet of labels and placed a peripheral bag(s) on your desk. Movers will disconnect & pack your IT equipment.

- ✓ Labeled everything that you need relocated. **Remember: If it is not labeled, it will not move**

- ✓ Completed a Move Inventory Checkout Form (Appendix B) for each location from which you are moving items and had it reviewed/verified by your Move Coordinator

- ✓ Cleaned your space and/or lab

- ✓ Lab Specific Moves: Completed a *Lab Clearance Form* for each lab you are moving and had it reviewed/verified by EHS. (Appendix D)

GENERAL MOVE INSTRUCTIONS

The following instructions are intended to assist you as you prepare for your upcoming transition. Please review and adhere to the following guidelines. If you have additional questions, please contact your Move Coordinator (MC).

Packing Supplies & Materials
The mover will provide all packing supplies. This includes labels, crates, bubble wrap and clean newsprint. These materials should be used for packing your move contents. Requirements for additional/specialty supplies such as security zip ties and/or security tape, for confidential items only, should be coordinated through your MC. If you run low on packing supplies, please contact your MC.

PLEASE TAKE ALL PERSONAL ITEMS HOME PRIOR TO THE MOVE and bring them when you return to your new space. Personal items should be packed in boxes (not moving crates). Contact your MC if you require boxes for your personal items.

Crate Delivery
You will be supplied with crates for packing your space. The crates and packing materials will be delivered, per information provided in the move coordination meetings. Contact your MC if extra crates are needed.

Day Before the Move
Finish completing the MOVE INVENTORY CHECK-OUT FORM (Appendix B) to verify that all the items you designated for moving arrive at the correct location. Make a copy of the completed form for yourself and place this form on your desk in plain sight or give it to your move logistics team. When you return to your office/lab, use your copy to verify that all items designed for the space arrived.

Move Day On-Site Coordination
Non-lab Moves: MC for non-lab moves are not required to be onsite during the move activities. The MC and all staff may report to the new location the day after their move to begin unpacking items.

Lab Specific Moves: The MC or an appointee will be present at the "FROM" location during the move to ensure that everything with a label is picked up before the movers leave the site. Then, the MC or an appointee will go to the "TO" location to ensure that everything gets to its new location. ONLY the appointed party should be onsite at either location on move day.

Crate Pick-Up
You are responsible for unpacking all crates. All Crates need to be unpacked before the mover pick-up date. These pickup activities will be included in the move activity schedule provided by the UPDC Team.

Please open, re-stack and leave empty crates in the area designated by your MC and/or posted signs. Crates will be picked-up by the mover approximately **ONE WEEK** after your move. There is a CRATE RENTAL FEE so ALL CRATES MUST be returned by the designated crate pickup date.

PACKING INSTRUCTIONS

NOTE: Whether your new space will be receiving new furniture or if your existing furniture will be reused, all existing furniture needs to be emptied/packed accordingly. See specific instructions below.

Office / Lab Contents

Pack ONLY non-hazardous and/or non-temperature sensitive contents into crates. Do NOT pack anything liquid into the crates. Please drain anything containing liquid prior to packing. If an item has the potential to leak even after being drained, please use an absorbent pad under the item. Let your Move Coordinator (MC) know if you need absorbent pads.

When packing, **be careful not to overfill crates** to the point that you are unable to move or lift crates. The crates should interlock flat to accommodate the next crate easily on top. Items not needed for day-to-day usage should be packed first. We recommend that you mark "Priority" on one or two crates that contain your every-day items or documents that will be required the day after your move, so that these will get unpacked first. Protect all glass items with newsprint paper or bubble wrap before placing them in the crate. Important: seal paper clips, pencils, pens and other loose materials in envelopes and then pack them in the provided crates.

ALL LABS

The EHS *Lab Clearance Form* must be completed by lab staff prior to each lab's move. See Appendix D and additional information below.

Furniture Keys

For furniture being left in place (and not reused in new space), tape all furniture keys to the specific piece of furniture being left. Do not take keys for furniture you will no longer use.

If furniture has been approved to move, do the following: Lock all file cabinets and Storage cabinets that will be moved. Be sure you have the keys to unlock them. Keys should NEVER be left in locks. The mover is not responsible for missing keys.

Building/Room Keys

Clearly label each building and room key to the buildings and rooms you are moving out of. Give them to your MC before Move Day.

Bookcases, Supply or Storage Cabinets, Filing Cabinets

All contents should be packed in crates. Plan Accordingly. Work with your MC to identify how much file/shelving is in your new space. Purging bins will be provided to each Department for recycling, trash and files approved for shredding. We encourage you to purge multiple times prior to your move date.

IF a piece of furniture has been APPROVED to move, all contents must still be packed in crates, because furniture cannot withstand the stress of moving them loaded.

> *Bookcases:* Remove all clips/pins and place in an envelope. Pack the envelope in one of your crates. Drop the shelves to the bottom of the unit and label the top of the bookcase with the appropriate move location number/letter per the labeling instructions.

Supply or Storage Cabinets: Remove any shelves that are not affixed to the cabinet and tape them together. Place any shelving pegs in an envelope that can be taped to the inside of the cabinet or packed in one of your crates. Lock or tape the cabinet doors shut and take the key with you, do not leave it in the lock.

Filing Cabinets: Lateral & Vertical file cabinets moving to your new area must be completely emptied. Do not tape file cabinet drawers. Again, after emptying contents, lock the file cabinet drawers shut and take the key with you, do not leave it in the lock.

The following information may also help you in keeping your files organized for the move:
1) Purge (clean, eradicate, remove, rid, eliminate) any files that you do not need or are duplicates to ease relocation. Purging bins will be provided.
2) If file cabinet contents need to be in the same order as the existing file cabinet or to the exact file drawer it came from, assign each file cabinet in your new space a letter & each drawer in the file or cabinet a number. The top drawer is #1; the next is #2, etc.
3) Assign the contents of each existing file cabinet a location in newly finished spaces (whether in a new file cabinet or an existing file cabinet moving to the new space.
4) As you pack the contents of the file cabinet, label the crate to the proper move number/letter location.
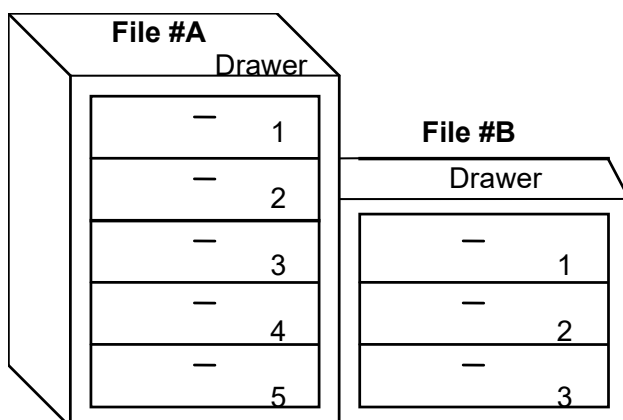
Purging Bins
Purging bins (additional trash receptacles and recycling bins) will be placed throughout your department, as part of the ongoing campaign to purge files prior to the move. Please do not wait until the last minute to dispose of unneeded paper and waste. Extra trash and recycling pickups will be scheduled by your MC to help keep the workspace neat and free of hazards. Follow all EHS procedures for purging hazardous waste (Appendix D/D1/D2/D3/D4).

Shredding
Central Stores Warehouse has a free pick-up shredding service for all confidential files. Graded exams and coursework ARE considered confidential. The retention period for graded exams and coursework is 1 year. Once the required retention period has elapsed, you DO NOT need to request permission to destroy graded exams and coursework.

Below is the shredding criteria that you will need to follow in order to have your graded exams and coursework picked up by Central Stores for shredding:
1) Remove all metal parts such as binder clips, clamps, paper clips, etc. Staples are OK.
   *Also note that documents cannot be in binders or part of a wire bound notebook.
2) Place graded exams and coursework in the boxes provided, seal the boxes, and affix the enclosed provided label.

3) Write the # of boxes to be picked up (ex. 1 of 1, OR, if 2 boxes, 1 of 2 & 2 of 2), YOUR name, and YOUR phone number on the label.
4) Complete the online Central Stores Shredding Service Form to schedule a pick-up from YOUR office/lab space: http://www.stores.uconn.edu/forms/form-shredding.html
5) If you're in need of additional materials (boxes or labels), please contact your MC.
6) If you are currently on sabbatical or have a sabbatical scheduled for the spring semester, you must plan accordingly. Cleaning and packing your office in advance of the move is still required.

NOTE: Central Stores picks up approved shredding regularly every Thursday. Refer to Appendix F for additional information on specific Records Retention Durations.

Personal Possessions
Movers are only responsible for relocating University Assets. They are not responsible for personal items such as plants, framed pictures, artwork, etc. Please take these items home with you prior to your move day. If personal items are tagged and relocated by the movers, the movers are not liable for damage. Boxes will be provided for personal items being brought home.

Pictures, Art, Maps, Charts, Bulletin Boards/Whiteboards
IF <u>APPROVED to move</u>, you may pack and label these items. If secured, remove items from the wall. Tag each piece according to tagging guidelines; if picture or plaques are small, place them back to back in crates. Large items should be labeled and leaned against the wall using packing material, newsprint, or pack paper to surround items.

Include all requests for wall hung items requiring installation at your new location on the **Post Move Report Form (Appendix A).** Requests will be processed based on priority.

Existing Packed Boxes
If you have materials that are currently packed in boxes, or in original packing, simply attach a label to the side of the box and it will be moved to the designated location. Please remember that boxes need to be in good condition and closed fully.

Phones/Fax Machines
UConn IT (UITS) will coordinate the move of phone and voicemail services when you move to your new location. A specific date will be identified each move week for phone moves, so you will only be without your phone for a couple days at most.

UITS will work with your MC regarding the details of the phone services to meet the scheduled week of your move. See Appendix F for the Phone Move spreadsheet template which needs to be completed and submitted to UITS at least a month prior to your move date. Please include ALL phones on the Phone Move spreadsheet, even if they were not procured through UITS. If UITS doesn't know about a phone that is moving, it will not work at your new location.

More information will be provided to you through your MC as we get closer to the move dates. If you have any questions, please feel free to contact **Voice User Services #860.486.4357(Option 3)**

Fax Machines
List fax machine number(s), including multi-function devices with fax capabilities, on the UITS phone list sheet mentioned above. You will need to disconnect and label the fax machines. Movers will physically move them and then you will need to reconnect/plug them in.

Copiers and/or Multi-Function Devices (MFDs)
Any copiers and/or multi-function devices (MFDs) which print/copy/scan/fax will need to either be disconnected and prepped for the move by staff or the vendor. Your MC will need to coordinate with the vendor. IF there is no service agreement or warranty dictating that the vendor move them, the mover can move them. Any MFDs with FAX capabilities need to be listed on the UITS phone list mentioned above. Once moved, either you or the vendor will need to reconnect the copier/MFD.

AV Equipment & Video-Conference Equipment
If you have audio-visual and/or video-conference equipment, your MC will need to identify whether a vendor is involved. The UITS AV group can offer some assistance with coordination as resources allow, but most likely an AV vendor will need to be involved, which must be coordinated by your MC.

Computers/Printers
The movers will pad, wrap and transport IT equipment in special computer bins. You will be responsible for labeling all pieces and disconnecting/reconnecting all components (keyboards, speakers, cables, surge protectors, mouse, etc.). Components should all be placed in the large zip lock bag provided which should also be labeled. Do not place a move label directly on monitor screens. Place it on the plastic around the screen or on the side of the unit. All bagging, inventorying, equipment disconnects and reconnections of existing equipment will be the responsibility of the individual moving.

Old IT Equipment not moving
Follow instructions included in the "Files and Records Management" section below and Appendix C.

IT Equipment Preparation
Once your new location is identified, your MC will create a "from/to" list (Appendix F) and will need additional detail about ALL your IT equipment. Additionally, the following are required processes:

Electronic Records & Electronic Devices:
Be sure to inventory your devices, including all mobile devices (laptops, iPads, etc.) and other storage devices (flash drives, external drives, disks/CD's). Keep a list of what you/your office/lab have. Decide what devices to take with you personally, and what should be moved by Movers.

Take this opportunity to also review whether the University devices assigned to you/your office/lab have been properly tagged. Reach out to Inventory Control with questions or concerns. If in the process of packing you determine that there are devices you no longer needed, be sure to follow University protocols for disposing of the data on those devices and the protocols related to surplus of University property.

Once you know what devices you have, be sure to inventory their contents—meaning that you should know what sorts of data are housed on each device.

Confirm whether your device is encrypted. Does it have whole-disk encryption (meaning that the whole device is encrypted, and the contents stored there are only available if you have the right password or key to login)? If whole-disk encryption is not appropriate or unavailable for your device, are the sensitive files on your device encrypted? Or are you storing sensitive files only on your department's servers rather than on the device's hard drive? Work with UITS if you are unsure or need assistance.

Device Backup:
All Users are responsible for and are encouraged to backup all data on devices prior to Move Day. Data should be moved (not copied) from desktop, My Documents, or Documents folder to their P, Q, or Office 365 One drive. This will clear all data from devices onto server / cloud based services that are all regularly backed up.

P= Personal 10GB space, managed and supported by UITS
Q = Departmental Share, managed and supported by UITS
One Drive = Personal and self-managed Office 365 Cloud based storage with UNLIMITED storage

If you have any further questions about IT equipment, please contact your local Information Technology Services Department at helpcenter@uconn.edu.

University Surplus Items
All unwanted furniture and equipment will need to be reviewed by University Surplus. All users with potential surplus items will need process them through Asset Panda (Appendix C). Please coordinate removal of all excess/surplus items with your MC. We do not want removal of surplus items to inhibit the move process for you or anyone else moving.

Central Stores, specifically Surplus Management, administers the University Surplus Program. Per Public Act 91-256, the University of Connecticut has the authority to dispose of surplus, unused and/or unserviceable equipment and supplies. Proper disposal of University property is required pursuant to Section 4a-77a of the General Statutes. Surplus Management determines if items sent to surplus will be reused or recycled to the University. Additional Information regarding the University Surplus Program may also be found on the **UConn Policies & Procedures** web site.

To reach Surplus, call 860-486-3094. (Fax: 860-486-3694.)

University property can never be discarded without approval by Surplus Management.

Lab Specific Moves

Large and Heavy Items (biosafety cabinets, optical tables, marble tables, etc)
Items that are too large to be packed in a moving crate will require a label only. Any piece of equipment that can become detached during the move will need to be labeled individually. Do not place move labels directly on sensitive materials.

The rigger will move all large and/or heavy items such as biosafety cabinets, optical tables, marble tables, etc. Disassembly or other special relocation requirements may be required for rigging.

Freezers/Refrigerators & Temperature Sensitive Contents
EHS & lab staff must remove all DOT regulated materials prior to move. Infectious materials must be categorized either Category A or Category B. All Category A materials must be inventoried or removed.

All equipment being moved by movers/riggers must be wiped down with EHS-approved solution prior to move. Pacific Scientific will be involved with trained personnel to move items from freezers in compliance with DOT, CDC and IATA regulations. Specific details regarding contents of each freezer will be handled on a case by case basis, following these basic guidelines:

To the degree possible, freezers and refrigerators will be moved with contents and kept operational during transport; however, some freezers must be dismantled to get them out of the building. Lab staff may need to consolidate contents into sparsely used freezers of the same temperature level in easier to relocate areas prior to the move.

All freezers/refrigerators needing to be tipped or stair carried must be emptied, turned off and cleaned 24hrs in advance of the move. Once the tipped unit is put in place, it must remain off until the oil and refrigerant settles for 24hrs prior to powering the unit back up to temperature. When the empty freezer is up to temperature in its final location, lab staff can relocate contents into the emptied freezers.

Packing materials will be provided for packing of frozen materials and stabilizing materials within freezers that can move with contents. Freezers with loose materials may need some repacking and shrink wrap before moving. Pacific Scientific will secure the shelves and contents with packing material and record the temperature. Pacific will load the freezers into their truck, plug the freezers into their truck, the freezers will run and stay at temperature until delivered, then placed in their final location and plugged back in. Pacific will take the temperature at delivery to ensure no fluctuation in temperature.

Empty emergency freezers, back-up LN2 supply tanks & back-up electrical power on moving vehicles will all be utilized as precautionary measures to maintain material temperatures.

Dewars
Unless a specialty vendor must be involved, dewars will be moved by the mover. Lab staff and/or a specialty vendor must disconnect the liquid nitrogen prior to move. The mover will protect/pack units for moving.

Compressed Gas Cylinders
All compressed gas cylinders, including liquid nitrogen, must be removed by the supplying vendor(Airgas). Please contact the supplying vendor prior to the lab move to coordinate pick-up/delivery of gas cylinders.

LABELING INSTRUCTIONS

Relocation of your office/lab to the new location will be done using a color-coded labeling system.

Office/Student & Common Areas: The only information that is needed on move labels is your new Floor, New Room Number and Last Name.

As you pack each crate, you should apply a label with:

- **NEW FLOOR**
- **NEW ROOM NUMBER**
- **LAST NAME**

SAMPLE LABEL

MOVE LABEL

1ˢᵗ / 102 / Smith

FLOOR / ROOM NUMBER / LAST NAME

Lab Areas: The only information that is needed on move labels is your new Lab Number, Equipment Tag Number and Last Name.

As you pack each crate and piece of equipment, you should apply a label with:

- **NEW LAB NUMBER**
- **EQUIPMENT TAG NUMBER**
- **LAST NAME**

SAMPLE LABEL

MOVE LABEL

100 / H.16 / Brown

ROOM NUMBER / EQPT NUMBER / LAST NAME

The mover will provide all move labels, but YOU must label all items you need moved. Contact your MC if you need additional labels.

Carefully print your future floor, room number-letter and last name with a dark marker before placing the tags on items. **If it is not tagged, it will not get moved.** A label MUST be on everything, including your monitor and CPU, artwork, lab equipment, etc. **Do not use labels from other departments.**

There will be a specific label colors based on the move schedule/space function. Label color scheme will be distributed by the Move Logistics Team to the designated MC.

Special types of Furniture/Equipment
Some items may need to be dismantled. If so, be certain all sections have the same tag and color/code information on them. In case you missed something like the legs on a table that had to be dismantled, leave a sheet of filled out labels on your desk, so they can be used if needed.

Label Placement
Please follow the illustrations on the following pages and place coded tags in a uniform manner. The mover requires this uniformity to quickly and efficiently place furniture and equipment in the new location.

Be sure your labels are placed where they will stick (i.e. plastic, wood, or metal surfaces). A piece of clear tape may be used to keep labels attached to surfaces such as textured plastic or fabric. It is a good idea to insert identification in each crate in case the label falls off. A "Move Lost & Found" location will be identified on the move floor plans.

Place one label on either short end of all packing crates in the space noted. Labels should be placed on the same side of each crate so that they can be easily checked for proper placement in the new facility.

The labels remove fairly easily; however we urge caution in placing them on sensitive surfaces. Place labels on the back of maps, bulletin boards or art. Place them on the plastic portions of monitors, not the screens.

Label removal is easier the sooner they are removed after the move. We encourage you to remove labels from all prominent locations within a week of your move.

Where to Label Item for Your Move?

Please remove or cover old labels which may have been left on the crate.
If an item is not tagged, it will not be moved.

FILES & RECORDS MANAGEMENT

Security Files

All files must be locked prior to the move. If security regulations necessitate escorts, please notify the MC for the Move Logistics Team to make the appropriate arrangements. In past moves, security files are moved on one or more secured vehicles, as required. Security seal crates and security ties will be provided for all security files, so when security crates are transported, they remain sealed/secured.

University Records Policy

In preparation for the move, this guidance will help you to make decisions pertaining to your University records. We recommend you immediately begin to assess what University records you have in your possession. It can take you some time to evaluate what should be kept and what can be discarded, and it may take a month or more to request and receive record destruction authorization. It is important to act well in advance of the move. There will not be space for excess records at the new location. We encourage you to collaborate with other individuals in your unit to create an agreed upon plan and to optimize efforts.

Tools are available to help you get organized. Begin by using our record inventory template (http://rim.uconn.edu/inventory/) to identify what University records you have. You may also find it helpful to peruse the University's Records and Information Management site (http://rim.uconn.edu/) which offers further detail on the record policies and procedures we are required to follow as a state agency. Additional tips are provided in the pages that follow.

If you have any questions or require further guidance, please contact:

Betsy Pittman at Betsy.Pittman@uconn.edu / (860) 486-4507
Laurie Neal at Laurie.Neal@uconn.edu / (860) 486-4805

NOTE: Refer to Appendix F for additional information on specific Records Retention Durations.

Keep only what is necessary

This includes:

- Official record copies that **have not** met the state's minimum retention requirements.
- Records that continue to support a business need.
- Records related to current or pending litigation holds, Freedom of Information Act requests; or audits.

This does not include:

- Official record copies that have fulfilled the state's minimum retention requirements (as long as such records are no longer needed to support University business).
- "Non-records" such as convenience files, duplicate records or drafts that are no longer useful.
- Historical records. These should be transferred to the University Archives for proper preservation. Examples of records with archival value are meeting minutes, program documentation, senior level correspondence, syllabi, publications, collaborations, and strategic planning. Consult with Betsy Pittman before transferring any files to Archives and Special Collections.

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1 For the definition of "official record copies" visit: http://rim.uconn.edu/?p=54
2 Minimum record retention requirements are available at: http://rim.uconn.edu/record-retention-schedules/. Please note, for most financial records, the University has extended this minimum to 7 years.
3 For the definition of non-records and examples, visit: http://rim.uconn.edu/?p=54 .

Dispose of records that are not necessary to keep

For destruction of official record copies that have fulfilled the state's minimum retention requirements you must:
- Request approval prior to destruction using Form RC-108. Instructions outlining this process, including the necessary form and tutorials, are available at: http://rim.uconn.edu/destruction-authorization/;
- Wait for destruction approval before destroying the official records. Once authorized, shred or recycle the pertinent records. Shredding is required for confidential and protected records.

For destruction of non-records (convenience copies, duplicates, drafts etc.) you may:
- Shred or recycle without requesting permission to do so. Shredding is required for confidential and protected records (see the next page for definitions of these terms).

Keep records safe and secure

Once you have received permission to destroy official record copies or determined permission is not necessary for your "non-records," you must dispose of the records properly. You are required to shred confidential and protected records (as defined below). The campus has contracted with Info-Shred for shredding services. Contact your move area coordinator for shredding bin locations or to request shredding bags. Only public information and data may be recycled. If you are not sure about how to classify a record's content, err on the side of caution and shred.

Data classification levels for University records and data are defined within the Information Security Policy Manual:

Confidential Data requires the highest level of privacy and may not be released. Confidential Data is that is protected by either:
- Legal or regulatory requirements (e.g., FERPA, HIPAA)
- Contractual agreements (e.g., Non-disclosure Agreements)

See http://security.uconn.edu/extended-list-of-confidential-data/ for the extended list of Confidential Data for common types of confidential data provided by the UITS Information Security Office.

Protected Data may be disclosable to the public, but only following legal requirements or specific University protocols (e.g. Connecticut Freedom of Information requests). This is data that is neither Confidential nor Public data (e.g., employee email). This data must be appropriately protected and stored to ensure appropriate protocols are followed.

Public Data is open to all users, with no security measures necessary. Data is public if:
- There is either an obligation to make the data public (e.g., Fact Sheets), or
- The information is intended to promote or market the University, or pertains to institutional initiatives (e.g., brochures, publications).

Important Note: At certain times throughout this entire packing and moving process, records will be removed from filing cabinets, storage areas and ultimately shuffled around. They will either be prepared for destruction or staged to move. It is essential at all times that they are kept safe. Monitor where all records, especially confidential or protected, are located and ensure they remain secure. Do not leave records unattended in unsupervised or non-secure areas.

Pack (and unpack) Smart
- Use standard size boxes (15 x 12 x 10") or boxes provided by the movers.
- Know how many boxes you'll need (1 vertical filing cabinet = 2 boxes per drawer and 1 horizontal filing cabinet = 3 boxes per drawer);

- Group together "like" records and label boxes;
- Track the contents of each box via spreadsheets (for example, box 1 = student advising records of students last name A-G; box 2 = student advising records last name H-M, date) and label appropriately;
- Limit each box to approximately 35 pounds;
- Unpack boxes methodically;
- Account for all boxes to ensure they have safely made it to the destination.

Know your record storage options

Inevitably, there will be some records that you need to keep. It is important to understand what storage options are available and to choose the best option to meet your needs and capacities. Visit http://rim.uconn.edu/storage-overview/ for an overview of record storage options.

Extended List of Confidential Records

Sensitive University Data is data that is considered Registered Confidential or Confidential (based on the Data Classification policy). It is data that is regulated by Federal or State laws including but not limited to:
- Family Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Electronic Communications Privacy Act (ECPA)
- Gramm-Leach-Bliley Act (GLBA)
- Children's Online Privacy Protection Act (COPPA)
- Connecticut Personal Data Act
- Federal Trade Commission (FTC) Red Flag Rule (Identity Theft Regulation) or other relevant University policies or procedures.

The following data elements require the highest level of protection. This list may expand based on future regulatory requirements. **This list is not to be construed as a comprehensive list.** Other data may also require similar protections. *Contact your Department's IT Security representative and/or the Assistant Director of Compliance/Privacy to discuss the security measures that must be implemented for all other data that is not considered public.*

Social Security Numbers (SSN) and Other Personally Identifiable Information:
- Name (First name or initial and Last name), when stored or displayed with one or more of the other listed data elements
- SSN/Individual Tax Identification Number (ITIN)
- Driver's license number
- State identification card number
- Financial account numbers such as credit, debit, or bank account numbers
- Passport number
- Alien registration number
- Health insurance identification number
- Home address or phone number of individuals in protected classes (FOIA)

Credit Card Information
- Primary Account Number (when stored with any other information below)
- Cardholder Name
- Service Code
- Expiration Date

(Individual) Student University Records

Any records in which a current or former University student could be individually identified such as:
- Grades/Transcripts/Test scores
- Courses taken/Schedule
- Advising records
- Educational services received
- Disciplinary actions
- Student Financial Aid, Grants, and Loans
- Financial account and payment information including billing statements, bank account and credit card information
- Admissions and recruiting information including test scores, high school grade point average, and high school class rank, etc.
- Student Personnel records

Refer to the University's FERPA policy for additional information.

Personal Health Information

- Information that identifies the individual, or could reasonably be used to identify the individual, including, but not limited to name, addresses, telephone/fax number, medical record number, telephone number, birthday, admission/discharge date, vehicle ID and serial number, device IDs and serial number, certificate/license numbers, biometric identifiers, full-face images, other unique identifying number/characteristic/code.
- Information about the patient's or client's past, present or future physical or mental health or condition
- Information relating to the provision of, or payment for, health care

Financial Data
- Employee financial account information
- Student financial account information – aid/grants/bills (covered under FERPA)
- Individual financial information
- Business partner and vendor financial account information

Records Policy: Frequently Asked Questions (FAQ)

Q: May I scan all of my records and destroy the originals?
A: Scanning or "digitizing" your University records is permissible provided you adhere to the state's Digital Imaging Policy, Standards, and Procedures found at: http://rim.uconn.edu/scanning-requirements/.

Carefully consider if scanning is the best solution for you as the scanning process, done right, takes a good deal of time and resources. Scanning can be beneficial to access records that you retrieve frequently. For records requiring infrequent retrieval, consider off-site storage.

Q: How long am I required to keep a certain type of record?

A: Record retention schedules for Connecticut State Agencies (including UConn) are created and maintained by the Office of the Public Records Administrator of the Connecticut State Library. Go to http://rim.uconn.edu/record-retention-schedules/ to look up how long you must keep certain records. For assistance, contact Betsy Pittman at (860) 486-4507 or Laurie Neal at (860) 486-4805.

For the most up-to-date frequently asked questions and answers, visit: http://rim.uconn.edu/faqs/.

CHECK-OUT PROCESS

Before leaving your office/lab the day prior to the physical move, check around your workstation and ensure you are leaving it clean and mark all items that are trash. Do not use packing boxes or crates for trash. Remain conscious of safety precautions during the move preparation process, i.e. do not block corridors with trash, equipment, or crates. Do not attempt to lift or move heavy objects/crates on your own. Ask for help.

Pre-Move Walkthrough
Prior to your Move Day, the Move Logistics Team and your MC will perform a pre-move walkthrough to ensure all items are packed and labeled.

Inventory Check-out Form
The "**Inventory Check-out Form**" **(Appendix B)** will be used in your work area to verify that all the items you designated for moving arrive at the correct location. **As you pack, complete this form**. Record the descriptions of labeled items next to their label number. Leave blank or cross off any unused, damaged or destroyed labels. **Make a copy of the completed form for yourself and place this form on your desk in plain sight or give it to your UPDC represenative**. When you return to your office, use your copy to verify that all items designed for the space arrived.

Post-Move Report
Move Logistics Team will distribute a "**Post-Move Report Form**" **(Appendix A)** once you have arrived at your new location. These forms may be used by all relocated employees to report any issues they may be having with their furniture, equipment, crate contents and overall space. If an issue occurs, please fill out the **Post-Move Report Form** and email to your MC. Forms will be collected by your MC and responded to within **ONE WEEK** after your move.

Any items that do not arrive to their final destination may be found in the designated "Lost and Found" or if not found there, please note such on your **"Post-Move Report Form" (Appendix A).**

Asset Tagging
All items in the new space will receive an asset tag and loaded into a master asset inventory. All items are to remain within the new space. **DO NOT** remove, swap or exchange items.
.

POST MOVE REPORT FORM

Date: **Name:**

Time: **Move Number/Room Number:**

When completing this form, please be specific about the nature of your report or request and write legibly.

Facilities Issue (Ex. signage, new furniture damaged):

_____

_____

_____

Move-related Issue (Ex. missing furniture or equipment, item placed in wrong position, received items not belonging to you):

_____

_____

_____

IT Equipment Issue (Ex. telephone, computer, printer):

_____

_____

_____

Wall Hanging Request (Ex. Pictures, Art, Maps, Charts, Bulletin Boards):

_____

_____

_____

Other Issue (Ex. Lighting, power outlet, data outlet):

_____

_____

_____

__Please email form to your Move Coordinator(MC)__
__within 5 days of your move__

INVENTORY CHECKOUT FORM

Name:
Room/Lab Number:

This **INVENTORY CHECK-OUT FORM** will be used in your work area to verify that all the items you designated for moving arrive at the correct location. **As you pack, complete this form. Make a copy of the completed form for yourself and place this form on your desk in plain sight**. When you return to your office/lab, use your copy to verify that all items designed for the space arrived.

Record the descriptions of labeled items next to their label number. Leave blank or cross off any unused, damaged or destroyed labels.

Label #	Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

EXCESS/SURPLUS EQUIPMENT or SUPPLIES/ASSET PANDA INSTRUCTIONS

The Surplus Department is now using Asset Panda for streamlining the process of surplusing University property. Asset Panda is a free, user-friendly iOS and Android app that will improve tracking of tagged assets. **The ACT 39 Form will not be accepted after September 30, 2017.** All current KFS Capital Asset Management (CAM) processors should already have access to Asset Panda. For all others, please request access to Asset Panda by using the Asset Panda Access Request Form. For more information about Asset Panda and training on its use, please see the Inventory Control site.

To **get surplus items**, UConn departments will use Asset Panda at the Surplus Showroom.

To **send items** to University Surplus, please use Asset Panda to Surplus Equipment (Apple iOS Guide | Android Guide). If the item does not already have a barcode because it is not in Asset Panda, you can get sheets of Surplus barcodes from Central Stores <u>at no charge</u> (search for item #27025000).

For additional information concerning these processes, please see **Get Surplus** or **Send to Surplus**.

Central Stores, specifically Surplus Management, administers the University Surplus Program. Per Public Act 91-256, the University of Connecticut has the authority to dispose of surplus, unused and/or unserviceable equipment and supplies. Proper disposal of University property is required pursuant to Section 4a-77a of the General Statutes.

Surplus Management determines if items sent to surplus will be reused or recycled to the University. Information regarding the University Surplus Program may also be found on the **UConn Policies & Procedures** web site. **To reach Surplus, call 860-486-3094.** (Fax: 860-486-3694.)

University property can never be discarded without approval by Surplus Management.

UCONN
INVENTORY CONTROL

ASSET PANDA ACCESS REQUEST FORM

USER INFORMATION

Employee Type: ☐ Employee ☐ Student ☐ Non-UConn Employee | ☐ New Access ☐ Delete Access

User's Name: (First, Middle Initial, Last)	
Department Name:	**Department Organization Code:** (4-digit)
UConn Provided E-mail: (Email provided by HR, not Dept.)	
Phone Number:	
Name & E-mail of person completing form: (if different from above)	
Business Justification for Access	

_____   _____

Print User's Name   User's Signature   Date

_____   _____

Print Dean, Director, or Dept. Head's Name   Dean, Director, or Dept. Head's Signature   Date

Submit completed form to inventorycontrol@uconn.edu.

CERTIFICATE OF DATA INACCESSIBILITY FORM

UNIVERSITY OF CONNECTICUT CENTRAL STORES
CERTIFICATION OF DATA INACCESSIBILITY FORM

Please use ONE form for multiple computers.

PRINT this form. Sign, date, and attach it to your ACT-39 form.

I personally verify for each of the computers listed on ACT-39 #_____ (or for each of the computers listed below) that the hard drive was operating during my examination and that each hard drive contains no recoverable confidential, sensitive, proprietary or copyrighted data or programs prohibited by their license to remain. In lieu of such an examination, I know absolutely that the hard drive(s) contain no such information.

_____   _____   _____

PRINT Name   **Department**   **U-Box #**

_____   _____

Signature   **Date**

☐   *Check this box if the hard drive could not be verified and needs to be destroyed.*

☐   *Check this box if the hard drive was removed by the department.*

        Location of removed hard drive: _____

UCONN # ON COMPUTER: **DESCRIPTION:**

Appendix- D

UCONN | UNIVERSITY OF CONNECTICUT
ENVIRONMENTAL HEALTH AND SAFETY

For Internal Use- Initial and Route	BIO	
	CHEM	
	RAD	
	EHS FILE	

Laboratory Clearance Form

The Laboratory Clearance form is designed to ensure that principal investigators/lab supervisors vacating laboratories leave them in a condition suitable for re-occupancy or renovation. Supervisory personnel must notify Environmental Health and Safety (EHS) in advance of all laboratory moves to ensure that biological, chemical, and radioactive materials and research equipment are removed properly. Upon completion and submission of this form, EHS will conduct a final inspection of the laboratory. **Re-occupancy or renovation is not allowed until the laboratory has been inspected and cleared by EHS.**

Principal Investigator/ Lab Manager	Building	Lab Number	Department	Email Address

General

1.	Follow the Surplus Procedures to dispose of unwanted equipment and supplies.	
2.	Clean fume hoods, benchtops, desks, permanent laboratory equipment, and other commonly used surfaces.	
3.	Contact EHS to inactivate or transfer accounts in HuskySMS.	
4.	Place uncontaminated laboratory glass in glass waste containers.	

Biological Health and Safety	YES	NA
1. Manage and package solid biomedical wastes (e.g., unwanted cultures (including those in ultra-low temperature storage), unwanted solid media, contaminated lab ware, etc.) in biohazard box-bag units and dispose of through EHS.		
2. Place sharps (including those no longer in original packaging) into sharps containers and dispose of the containers in biohazard box-bag units through EHS.		
3. Decontaminate liquid cultures by autoclave or chemical disinfectant prior to drain disposal.		
4. Decontaminate all work surfaces using freshly prepared 10% bleach solution or another suitable disinfectant.		
5. Professionally decontaminate biological safety cabinets prior to relocation. Schedule a re-certification at the new location. Contact EHS for further information.		
6. Decontaminate and label exterior surfaces of equipment (e.g., clean benches, centrifuges, incubators, water baths, refrigerators/freezers, etc.) prior to vacating the lab.		
7. Prior to relocation, drain liquid nitrogen freezers to the minimum level to sustain freezing of cells (per vendor recommendation). Schedule a refill of liquid nitrogen with the supplying vendor at the new location.		

Lab Move-In Checklist
09-24-2021

Environmental Health and Safety
860-486-3613
ehs@uconn.edu

UCONN | UNIVERSITY OF
          | CONNECTICUT

ENVIRONMENTAL HEALTH AND SAFETY

Chemical Health and Safety	YES	NA
1. Label unwanted chemicals, samples, and wastes with hazardous waste stickers/tags and full chemical names, and dispose of through EHS.		
2. Contact EHS prior to relocating chemicals to a new laboratory.		
3. Submit barcode numbers to EHS for unwanted or empty original chemical containers to comply with the Laboratory Chemical Inventory Program.		
4. Contact the onsite vendor to remove or relocate compressed gas cylinders (including liquid nitrogen).		
5. Contact EHS for disposal or relocation of controlled substances.		
6. Remove laboratory signage from cabinets, doors, and walls.		
7. Notify EHS if any fume hood was used for perchloric acid digestions.		
Radiation Safety	**YES**	**NA**
1. Contact the Radiation Safety Officer (RSO) to coordinate the transfer of radioactive material (RAM) or equipment containing radioactive sources.		
2. Contact the Radiation Safety Officer (RSO) to coordinate the transfer or disposal of X-ray producing equipment. **X-Ray equipment must not be disposed of, transferred, or moved prior to RSO approval.**		
3. Contact the Laser Safety Officer (LSO) to coordinate the transfer or disposal Class 3B or 4 lasers. **Lasers must not be disposed of, transferred, or moved prior to LSO approval.**		
4. Dispose of all RAM from the laboratory through Radiation Safety.		
5. Schedule a *Radiation Contamination Survey* with Radiation Safety to certify that any residual contamination is less than release standards. Radiation Safety must survey and clear all radioactive material designated equipment (e.g., refrigerators, freezers, liquid scintillation counters, etc.).		
6. Schedule a *Walk-through Survey* with Radiation Safety. Radiation Safety must remove all radioactive postings and labels.		
Confirmation		
Completed by:	**Date:**	
Email completed checklists to ehs@uconn.edu		

BIO WASTE PICK-UP FORM

Electronically submit this form through the EHS website under "Regulated Waste Management"

Biological Waste Pickup or Supply Delivery   Page 1 of 2

Bio Waste Pickup

Please complete all sections that apply. Fields marked with * are required.

Click here to submit your request: [SUBMIT]

For assistance with this form and questions about biological waste pickup or supply delivery, call 486-3613.

Please have boxes prepared, sealed and labeled for the pickup

Pickups are multiple days each week

Name*:

Building and Room Number*:

Phone Number*:

Email*:

Comments:

To be picked up:

Number of large (4.0) boxes:

Number of small (2.2) boxes:

Number of unboxed sharps containers (For laboratories without boxes):

To be delivered:

Number of large (4.0) boxes:

Number of small (2.2) boxes:

Number of Fisher 14827105 7.5 gallon

Fisher 14827105 (7.5 gal)

Kendall 1522SA (2 liter)
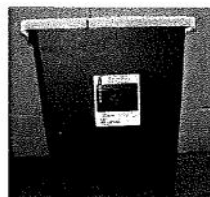
Kendall 8980 (8 gal)
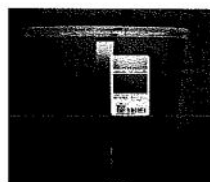
Kendall 8970 (2 gal)

Kendall 8950SA (5 quart)

http://ehs.uconn.edu/bwc/request.php   7/7/2016

BIO WASTE PICK-UP FORM (continued)

Biological Waste Pickup or Supply Delivery   Page 2 of 2

sharps
containers:

Number of
Kendall
8970 2   [   ]
gallon
sharps
containers :

Number of
Kendall
8950SA 5   [   ]
quart
sharps
containers :

Number of
Kendall
1522SA 2   [   ]
liter sharps
containers :

Number of
Kendall
8980 8   [   ]
gallon
sharps
containers :

☐ Biological Waste Labels

CHEMICAL WASTE PICK-UP FORM

Chemical Waste Pickup

Please complete all sections that apply. Fields marked with * are required.

Click here to submit your request: [SUBMIT]

For assistance with this form and questions about chemical waste pickup or supply delivery, call 486-3613.

Pickups are Mondays, Wednesdays, and Fridays

Contact Name*: [_____]

Campus*: [Storrs Campus ⌄]

Department: [_____ ⌄]

Building*: [_____]

Room Number: [_____]

Phone Number*: [_____]

Email*: [_____]

Description:
Number and size of
Containers ready for pickup
/ Comments
[_____]

Replacement Containers:

Closed head 5 gallon pails for LIQUIDS: [0 ⌄]

Open head 5 gallon pails for SOLIDS: [0 ⌄]

☐ Hazardous Waste Stickers

☐ Hazardous Waste Tags

You must click Submit to receive an e-mail verifying your successful completion and submission of this form.
Otherwise, please return to the form, complete all fields correctly, then click Submit.

https://web2.uconn.edu/ehs/cwc/securereq/request.php?ticket=ST-1698969-sINNoAa6PoTP...   7/7/2016

RADIOACTIVE WASTE PICK-UP FORM

Electronically submit this form through the EHS website under "Regulated Waste Management"

Radioactive Waste Pickup or Supply Delivery Request   Page 1 of 2

Radioactive Waste Pickup

Please complete all sections that apply. Fields marked with * are required.

Click here to submit your request: [SUBMIT]

For assistance with this form and questions about radioactive waste pickup or supply delivery, call 486-3613.

Pickups are Wednesdays from 1-3 PM

Licensed Investigator Name*: [   ]
Building and Room Number*: [   ]
Campus*: [Storrs Campus ▾]
Department: [▾]
Contact Name*: [   ]
Contact E-mail*: [   ]
Contact Phone #*: [   ]

Number of long half-life items to be picked up:

5-gallon:	[ ]	15-gallon:	[ ]	30-gallon:	[ ]
Stock vials:	[ ]	Animals:	[ ]	Liquid/Jugs:	[ ]
Sharps container:	[ ]	Lead/Plastic Pigs:	[ ]	LSV Trays:	[ ]

Number of short half-life items to be picked up:

5-gallon:	[ ]	15-gallon:	[ ]	30-gallon:	[ ]
Stock vials:	[ ]	Animals:	[ ]	Liquid/Jugs:	[ ]
Sharps container:	[ ]	Lead/Plastic Pigs:	[ ]	LSV Trays:	[ ]

Number of items to be delivered:

5-gallon:	[ ]	15-gallon:	[ ]	30-gallon:	[ ]
Liquid/Jugs:	[ ]	Sharps container:	[ ]		

http://ehs.uconn.edu/rwc/request.php   7/7/2016

RADIOACTIVE WASTE PICK-UP FORM (continued)

Radioactive Waste Pickup or Supply Delivery Request   Page 2 of 2

Total Activity to be picked up:

C14: [　] mCi **Ca45:** [　] mCi **H3:** [　] mCi

I125: [　] mCi **P32:** [　] mCi **P33:** [　] mCi

Rb86: [　] mCi **S35:** [　] mCi **Zn65:** [　] mCi

Other activity:
List isotopes
& amounts, i.e.
Rb86: .002 mCi;
Ca45: .001

LSV cocktail used: [　]

Comments: [　]

☐ **Wipe test documentation available for all containers**

☐ **Radioactive Materials inventory updated**

PACIFIC SCIENTIFIC REQUIREMENTS & PROCESSES

Freezer / Refrigerator Checklist

PST recommends the following to be done before the move date. This preparation will allow us to efficiently execute a smooth relocation while ensuring the safety of your precious material.

Liquid Nitrogen Dewars/Freezers
- Auto-fill freezers: fill to the level that makes you most comfortable.
- Manual-fill dewars: we recommend not filling them to the top. 2/3 full for larger dewars and 3/4 full for smaller dewars.

-80C & -20C Freezers
- All vials be put in boxes and/or racks.
- All loose bottles should be put in secondary containers within the freezers so they can be easily secured.
- For units less than half full: if possible, consolidate material to one or two shelves.
- If units have a large amount of ice build-up they should be defrosted before they are moved.
- All DOT regulated chemicals must be removed (i.e. flammables, corrosives, toxics, oxidizers) unless an inventory has been given to PST with "volumes and quantities" and we have made arrangements to handle these chemicals.
- For units that store of have stored radioactive material: please remove all radioactive material, have EH&S perform a wipe test and remove the radioactive label before we arrive.

Refrigerators
- All vials be put in boxes and/or racks.
- All loose bottles should be put in secondary containers within the refrigerators so they can be easily secured and will not fall through the gaps in the shelving.
- Remove all bottles, beakers and vials with open tops.
- For units less than half full: if possible, consolidate material to one or two shelves.
- All DOT regulated chemicals must be removed (i.e. flammables, corrosives, toxics, oxidizers) unless an inventory has been given to PST with "volumes and quantities" and we have made arrangements to handle these chemicals.
- For units that store of have stored radioactive material: please remove all radioactive material, have EH&S perform a wipe test and remove the radioactive label before we arrive.

On or before move day, PST will pack each freezer and refrigerator as needed with packing paper and/or bubble wrap to secure material from shifting during transport.

Pacific Bio-Material Management, Inc.
22841 Lockness Ave., Torrance, CA 90501 | T. 310.517.8530 | F. 310.517.8617

PACIFIC SCIENTIFIC REQUIREMENTS & PROCESSES (continued)

General steps for moving freezers/refrigerators at temperature

1. Inspect each unit and document current operating temperature, power requirement and any damage.

2. Each unit should be identified by Make (i.e. Revco, Harris, Thermo, etc.), Model # (i.e. SLT-25V-85SIA38), or any ID the customer uses.

3. LN2 freezers/dewars should be filled to the customers desired level.

4. PST will secure the contents of each unit with packing paper so nothing will shift during the transport.

5. Plan the method and route by which the freezers will be moved from the lab or freezer room, through the facility to the transport vehicle. At no time should a freezer be tilted, at any angle or suspended in the air. An alternate route must be determined if the freezers cannot be removed from the facility in a normal orientation (upright, standing, etc.)

6. Verify the freezer temperature using a certified/calibrated freezer temperature recorder/thermometer and record the temperature.

7. Each freezer is to be moved on the pre-planned route with a roll-a-lift, and loaded onto the vehicle and secured to the truck using a ratchet strap.

8. Upon arrival at destination, the placement of the freezer(s) within the facility should be done one unit at a time, with customer supervision/guidance. Freezers should not be staged on loading docks, in hallways, or other transition areas. The outlet locations for each freezer must be clearly understood and documented by all PBMMI personnel onsite. With a volt meter, each outlet that will receive a freezer must be tested for sufficient power.

9. Each freezer is to be moved on the pre-planned route with a roll-a-lift to their assigned positions.

10. After all units have been unloaded, put in place, connected to the designated AC power outlets, and LN2 supplies, power switches and keys are in the "ON" position, a walk through with the responsible customer contact should be done to confirm that all work was completed properly. Every freezer temperature is to be verified and recorded. A delivery acceptance document must be signed and dated by the contact at this time. Any and all discrepancies must be documented.

Appendix- E

IT FORMS & TEMPLATES

From-To Template (sample only, will be refined based on UITS & other input)

ENGINEERING SCIENCE BUILDING (ESB)
MOVE NUMBER ASSIGNMENTS

Last Name	First Name	Position/Title	Department	From Building	From Floor	From Room #	To Floor	To Move #	To Architectural Room #	To Room Name / Function	Move Contents

Telephone Moves Spreadsheet

DEPARTMENT	CONTACT NAME	CONTACT EXT.	OCC: DEPT. # + FRS	MRC: DEPT. # + FRS	DUE DATE

IT Project #	Columns in GREEN are for Telecom use only	For more information on NEW lines, see our regular request form: http://web.uconn.edu/phone/staff/form_new.html	http://web.uconn.edu/phone/staff/phone_types_multi.htm http://web.uconn.edu/phone/staff/phone_types_single.htm

	PHONE #	OLD BLDG	ROOM	JACK #	CA/PR	RISER	NEW BLDG	ROOM	JACK #	CA/PR	RISER	Name	Set Type	Calling	VM?
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

11/29/11 M.Khairallah   Updated: 4/18/2017   IT 741, PG 1

RECORDS & RETENSION CHEAT SHEET REFERENCES

General Office Records (not inclusive)	Retention	Permission needed?
Academic Counseling S5-670	5 yrs from graduation	Yes
Academic Progress S5-680	5 yrs from graduation	Yes
Calendars (Staff) S1-060	Current + 1 yr	Yes
Calendar (Dept./Admin, Head) S1-050	Term of office + 2 yrs	Yes
Clinical evaluations S5-695	5 yrs from graduation	Yes
Correspondence (includes email)		
Transitory S1-100	Destroy as necessary	No
Routine S1-110	2 yrs	Yes
Grade Books S5-760	5 yrs	Yes
Graded coursework/exams S5-780	1 yr	No
Grant Program Files		
Approved S1-250	3 yrs or until audited	Yes
Denied/Withdrawn	3 yrs	Yes
Handbooks S5-250	Permanent	Transfer to Univ. Arch.
Independent Study S5-830	5 yrs from graduation	Yes
Internship S5-070	5 yrs from graduation	Yes
Major/Curriculum S5-840	5 yrs from graduation	Yes
Meeting minutes S1-190	1 yr	Yes
Policies and Procedures S1-490	Permanent	Transfer to Univ. Arch.
ProCard S3-230	7 yrs	Yes
Program Dev. Files S1-520	Permanent	Transfer to Univ. Arch.
PTR S5-275	Until decision recorded	Yes
Syllabi S5-320	1 yr	Yes
Student Employment S5-880	5 yrs from graduation	Yes
Student Timecards/sheets S3-420	4 yrs	Yes
Search Files S2-040	3 yrs	Yes
Faculty Records (not inclusive)	**Retention**	**Permission needed?**
Calendars (Staff) S1-060	Current + 1 yr	Yes
Calendar (Dept./Admin, Head) S1-050	Term of office + 2 yrs	Yes
Correspondence (includes email)		
Transitory S1-100	Destroy as necessary	No
Routine S1-110	2 yrs	Yes
Grant Program Files		
Approved S1-250	3 yrs or until audited	Yes
Denied/Withdrawn	3 yrs	Yes
Meeting minutes S1-190	1 yr	Yes
IRB S4-200	3 yrs	Yes
IRB PI S4-210	6 yr from end of project	Yes
Evaluations S5-243	1 yr	Yes
Consulting S5-245	5 yrs	Yes
Handbooks S5-250	Permanent	Transfer to Univ. Arch.
Intellectual Property S5-265	Permanent	Transfer to Univ. Arch.
PTR S5-275	Until decision recorded	Yes
Syllabi S5-320	1 yr	Yes
Academic Counseling S5-670	5 yrs from graduation	Yes
Academic Progress S5-680	5 yrs from graduation	Yes
Clinical evaluations S5-695	5 yrs from graduation	Yes
Grade Books S5-760	5 yrs	Yes
Graded coursework/exams S5-780	1 yr	No
Independent Study S5-830	5 yrs from graduation	Yes
Internship S5-070	5 yrs from graduation	Yes
Major/Curriculum S5-840	5 yrs from graduation	yes