

Minimize Disruption, Maximize Uptime

Tips for a stress-free lab relocation



Whether you need to relocate a single instrument or your entire lab—across the hall or around the world—choosing Agilent should be your first move.

For starters, you'll have a single point of contact from start to finish, so you'll eliminate the hassles of multiple vendors and schedules. You'll also avoid costly mistakes and unexpected downtime. That's because Agilent provides you with a trained project manager who has experience with Agilent and non-Agilent systems, and understands local GxP requirements. So, all your equipment will receive care and consideration.

And when we say *all* equipment, we mean more than just analytical instruments. We also move balances, titrators, glassware, freezers, samples, standards, reagents, hazardous materials, office equipment, computers, and much more.

Step 1: Plan your move



Create an inventory



Pick a date



Where to?



Anticipated downtime

Our experts can handle every aspect of your move:

relocation planning/documentation, layout consultation, deinstallation, reinstallation, performance verification, requalification, compliance testing, and inventory management

Step 2: Let Agilent help you prepare for your move by:



Mapping out the entire process in a scope-of-work document



Setting up your new lab—including infrastructure, site preparation, and IT



Maximizing workflow efficiency in your new location



Meeting country-specific requirements (such as customs and permits) and instrument-specific requirements (such as IVS licenses)



Integrating pre-owned or refurbished instruments



Defining pre-/post-move verification tests for critical instruments



Identifying high-priority instruments and gaining input from their users



Optimizing schedules, identifying and preventing risks, managing changes, staying on top of the process beginning to end

Put 40 years of experience behind your move: www.agilent.com/chem/relocation-services

Step 3: Deinstall and decommission instruments



Validate pre-move status of critical instruments



Create relocation checklists for analytical instruments



Label instruments, parts, and equipment carefully



Attach a dedicated tracking sheet (chain of custody form) to each system



Agilent even provides dedicated boxes for shipment

Step 4: Pack with care now... save time later



Keep a detailed inventory list for each box



Label boxes clearly to ensure delivery at the right time and location

Down the street or across the ocean... Agilent can make your move simple and hassle free: www.agilent.com/chem/relocation-services

Step 5: Make moving day worry-free



Use experienced transportation companies to safely move samples, freezers, and hazardous materials



Prepare required documents (export control, customs, etc.) for cross-border shipments



Designate specific boxes for fragile instruments such as ICP-MS systems and scanners



Insure expensive equipment



Agilent verifies boxes status before and after the move to reduce downtime

Step 6: Reinstall, reassemble, and reorganize



Reinstall analytical instruments per your relocation checklist



Verify post-move instrument status and regulated requirements



Clear away packing materials



Reconnect computers and test communications



Update Remote Advisor settings

Combine preventive maintenance or other contracted services with the relocation to save time and money:

www.agilent.com/chem/relocation-services

Step 7: Get back to business

- ✓ Perform instrument requalification and compliance testing
- ✓ Begin training and other follow-up items
- ✓ Agilent takes care of the Lab Informatic assets, and their reconfiguration after the move
- ✓ Sign off on all chain of custody forms
- ✓ Relax... because Agilent guarantees post-move performances

