

# Biological Safety Cabinet (BSC) relocation via University Move Contractor

Move & Store (University Move Contractor) shall be the mover of record for any biological safety cabinet (BSC).

## **Relocation Steps**

1. Risk Management and Safety must be contacted prior to relocating any biological safety cabinet (BSC).
2. Move & Store to visit existing location and new location in order to provide an estimate for relocation.
3. BSC is to be decontaminated prior to relocation.
4. Decontamination documentation is to be attached to **BSC**.
5. Once relocation is complete, **BSC** will need to be certified. Contact Risk Management and Safety for certification. Certification costs are the responsibility of the department.

**\*\* There may be instances where the filter needs to be removed prior to relocation. In such instances the department is responsible for both the cost and coordination of the filter removal. \*\***

## **Decontamination Documentation**

[Lab Equipment Decontamination Form](#)

[Lab Equipment Decontamination Tag](#)

Documentation can also be found on the [Contracted Moving Services](#) website under the Document and Forms Link.