

Facilities CA Closure (Verification) Form

Issue	10108	As a result of the MSD X-Ray Equipment Incident, the Office of Institutional Assurance & Integrity identified recurring issues with bringing equipment to the lab outside of established procedures and working without authorization.
Corrective Action	10108-15	The LBNL Campus Planning Department will provide Laboratory staff with the "Space Moves- Roles and Responsibilities" document to understand their roles, responsibilities, accountabilities and authorities (R2A2s) with regard to complex and simple moves. In addition, Campus Planning will manage the R2A2's list as well as ensure the list is uploaded to the appropriate PIMD, Facilities websites and the Facilities Move Request Portal. In addition, the On the Move website will be removed and replaced with a link to the Facilities Move Request Portal. These actions can be completed by June 30, 2020 and assigned to Laura Chen.

Due Date: 6/30/2020	Date CA Completed:
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<p>CA Response Summary (SMART Criteria): (Specific, Measurable, Accountable Reasonable, Timely)</p>

Signed Corrective Action Closure Form, R2A2's and PIMD & FA Move Rq Portal website addresses attached in CATS 10108-15.

Submitted by:	Yvonne Chavez, Facilities
Validated CA:	Kelley Toulouse

Approved by:	
Laura Chen	
Facilities Operations Manager Campus Planning	Signature
Brent Henderson	
Director, Facilities Div	Signature