

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

Laboratory Move-in Checklist

The Laboratory Move-in Checklist is designed to provide principal investigators/lab managers with the requirements and resources to successfully set up a new laboratory. All applicable checklist items must be completed prior to work.

Principal Investigator/ Lab Manager	Building	Lab Number	Department	Email Address

General		
1. Review the UConn Health and Safety Policy .	<input type="checkbox"/>	
2. Register for and complete the appropriate safety trainings through HuskySMS . Use the Lab Set-Up Wizard in HuskySMS to configure the proper contact information, category and research focus, lab hazards, lab members, and job activities to determine training requirements.	<input type="checkbox"/>	
3. Complete a Workplace Hazard Assessment (WHA) and review with lab personnel. Purchase personal protective equipment (PPE) and train lab personnel on the PPE required for each hazard listed in the WHA form. Use of respirators, including N95's and dust masks, requires compliance with the Respirator Program .	<input type="checkbox"/>	
4. Complete and post the UConn Emergency Information Card on or near the exterior door of the lab and the Laboratory Safety Information Card on or near the interior door of the lab.	<input type="checkbox"/>	
5. Inform lab personnel of the emergency procedures, building evacuation routes, the emergency meeting place, and the location of fire alarm pull stations.	<input type="checkbox"/>	
6. Train lab personnel on the location and proper usage of the emergency eye wash and safety showers, including instruction to leave them unobstructed and to test eyewashes weekly.	<input type="checkbox"/>	
7. Prohibit eating, drinking, chewing gum, applying cosmetics or contact lenses, and taking medicine in laboratories.	<input type="checkbox"/>	
8. Follow the instructions for purchasing restricted materials and lab equipment in HuskyBuy (e.g., biological agents, biosafety cabinets, chemicals, controlled substances, lasers, X-ray equipment, etc.).	<input type="checkbox"/>	
9. Complete the Equipment Form prior to relocating or acquiring lab equipment (e.g., lasers, X-ray equipment, biosafety cabinets, gas chromatograph, etc.) to ensure that proper utilities (i.e., electrical, ventilation, heating, space allocation, water, etc.) and hazard controls are in place prior to receipt.	<input type="checkbox"/>	
Biological Health and Safety	YES	NA
1. Register all biological agents and materials (e.g., human and animal cell-lines, tissues or blood, rDNA, infectious agents, plants, and transgenic organisms) with the Institutional Biosafety Committee (IBC).	<input type="checkbox"/>	<input type="checkbox"/>
2. Register all research with Human Subjects with the Institutional Review Board (IRB).	<input type="checkbox"/>	<input type="checkbox"/>
3. Register all animal protocols with the Institutional Animal Care and Use Committee (IACUC).	<input type="checkbox"/>	<input type="checkbox"/>
4. Review the University Biosafety Manual .	<input type="checkbox"/>	<input type="checkbox"/>

5. If lab work involves blood or human material, review the Bloodborne Pathogens Exposure Control Plan .	<input type="checkbox"/>	<input type="checkbox"/>
6. If working with animals, review the Occupational Health and Safety Program for Animal Handlers and complete the applicable Animal Handlers Personnel Forms .	<input type="checkbox"/>	<input type="checkbox"/>
7. Contact the Biosafety Officer to arrange for a laboratory safety audit. Biohazard stickers will be affixed on equipment used to store, handle, or process potentially infectious materials.	<input type="checkbox"/>	<input type="checkbox"/>
8. Contact the Biosafety Officer if purchasing a biological safety cabinet to ensure that the proper cabinet for your application is ordered. If you are entering a lab with an existing BSC contact EHS at 860-486-3613 to arrange for a certification for the unit. This must be done annually.	<input type="checkbox"/>	<input type="checkbox"/>
9. Order sharps containers, biomedical waste boxes, and red liner bags through EHS . Purchase autoclave bags separately through HuskyBuy or another vendor.	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Health and Safety	YES	NA
1. Review the Chemical Hygiene Plan (CHP) and complete the CHP Confirmation in HuskySMS.	<input type="checkbox"/>	<input type="checkbox"/>
2. Review and comply with the Laboratory Chemical Inventory Program (Storrs and Depot campus labs only) to ensure the proper ordering and disposal of laboratory chemicals. This excludes the Chemistry Building that maintains a separate chemical inventory system.	<input type="checkbox"/>	<input type="checkbox"/>
3. For labs not part of the Laboratory Chemical Inventory Program, create a chemical inventory that contains the chemical name, location, and initial amount of each chemical (including gas cylinders).	<input type="checkbox"/>	<input type="checkbox"/>
4. For labs planning to use controlled substances, review and comply with the Controlled Substances Policy .	<input type="checkbox"/>	<input type="checkbox"/>
5. Review and comply with the Chemical Waste Disposal Manual .	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase and install brackets, racks, or cages to secure compressed gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>
7. Purchase leak-proof boxes or buckets for the storage of glass waste.	<input type="checkbox"/>	<input type="checkbox"/>
8. Establish a satellite accumulation area(s) for a hazardous waste collection point(s). Order chemical waste supplies (i.e., hazardous waste stickers or tags, carboys, satellite accumulation area signs, etc.) through EHS .	<input type="checkbox"/>	<input type="checkbox"/>
Radiation Safety	YES	NA
1. Contact the Radiation Safety Officer (RSO) prior to the acquisition or use of radioactive materials, equipment containing radioactive sources or radiation-producing equipment, including analytical x-ray units. Pre-assessment of space, pre-authorization, licensing or registration, and training are required.	<input type="checkbox"/>	<input type="checkbox"/>
2. Contact the Laser Safety Officer (LSO) prior to the acquisition or use of lasers. Pre-assessment of space, approved SOPs, proper laser PPE, and training are required.	<input type="checkbox"/>	<input type="checkbox"/>
3. Contact Radiation Safety (radiationsafety@uconn.edu) to register any existing or transferred laser or X-ray equipment prior to use.	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation		
Signature:	Date:	
Email completed checklists to ehs@uconn.edu		