

Laboratory Move-In Checklist

Procedures for Primary Investigators Moving into a Laboratory

Administrative:

- List Principal Investigator(s) associated with this laboratory

Name	Department	UConn Email

- Review the University's [Health and Safety Policy](#).
- PI and all lab personnel must review the University's [Chemical Hygiene Plan](#) and complete the signature confirmation page (see section XVIII).
- Complete [Workplace Hazard Assessment \(WHA\)](#) and review with all lab personnel.
- Order appropriate personal protective equipment (PPE) for each of the lab hazards specified on the WHA, require all lab personnel to use PPE and train them on its proper use (see [PPE Guide for Supervisors](#)).
- For Laboratories at the Storrs and Depot campuses, review the [University Laboratory Chemical Inventory Program](#) for information about how to order laboratory chemicals. (**exception:** for Chemistry Department Laboratories, chemicals are ordered through the [Chemistry Department Chemical Inventory Program](#))
- Create a laboratory-specific chemical inventory of all lab chemicals and compressed gases that contains the name of each chemical, its location in the lab, and the amount of the chemical. This inventory must be readily available to all lab personnel in either print form or on a computer accessible to all lab personnel.
- Develop lab-specific hazard controls and procedures, and provide training for lab personnel on them.
- Complete and print out Safety Information Cards for posting as follows: Post a [UConn Emergency Information Card](#) on the **exterior door** of the lab and post a [Laboratory Safety Information Card](#) on the **interior door** of the lab.

Training and Tutorials:

- Complete an [Employee Safety Training Assessment \(ESTA\)](#) with each new lab personnel.
- Before actively working in the laboratory**, all lab personnel must complete in-person [Lab Safety and Chemical Waste Management \(Initial\)](#) training and all other necessary EHS training, as determined by the ESTA.

Biosafety:

- Check here only if the biosafety section is non-applicable to your lab, then disregarded the remainder of this section.*
- Register all use of biological agents and materials (e.g. human and animal cell-lines, materials, tissues or blood, rDNA, infectious agents, plants, and transgenic organisms) with the [Institutional Biosafety Committee](#) (IBC).

- Register all research with Human Subjects with the [Institutional Review Board](#) (IRB).
- Register all animal protocols with the [Institutional Animal Care and Use Committee](#) (IACUC).
- Review the [University Biosafety Manual](#).
- If lab work involves blood or human material, review the [Bloodborne Pathogens Exposure Control Plan](#).
- If working with animals, review the [Occupational Health and Safety Program for Animal Handlers](#) and complete the applicable [Animal Handlers Personnel Forms](#).
- 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.
- 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.
- [Go online](#) to order sharps containers, bio waste boxes, and red liner bags through EHS, free of charge. Autoclave bags are NOT provided by EHS and must be purchased separately.

Chemical Waste Management:

- Review the [University Chemical Waste Disposal Manual](#).
- Establish *Hazardous Waste Satellite Accumulation Area(s)* (SAA) for your chemical waste collection point(s), and [order chemical waste supplies](#) through EHS free of charge (i.e.: hazardous waste stickers or tags, five-gallon carboys, SAA instruction signs, etc.)

Ionizing and Non-ionizing Radiation:

- Check here only if the ionizing and non-ionizing radiation section is non-applicable to your lab then disregarded the remainder of this section.*
- Consult the [Radiation Safety Officer](#) prior to any acquisition of or work with radioactive materials, lasers, or analytical x-ray units. Pre-assessment of space, pre-authorization, licensing or registration, and training may be required prior to acquisition or use.
- Prior to purchasing x-ray or laser equipment, complete the University's [Equipment Form](#).
- Register any existing/transferred laser or x-ray equipment with EHS prior to use by contacting EHS Radiation Safety at 860-486-3613.

General Points:

- Prior to ordering, installing, or relocating lab equipment, complete the University's [Equipment Form](#) to ensure that the proper facilities (electrical, heating, space allocation, utilities, etc.) and hazard controls are available to support it.
- Install fixed points and chains/straps to secure compressed gas cylinders at 2/3s their height, behind closed doors, whether full, empty, or in between.
- Order "Glass Disposal" cardboard boxes, and place broken and unwanted glass in these boxes, or alternative white plastic buckets provided by EHS.
- If planning to use Controlled Substances, follow these [instructions to obtain proper licensing/registration](#) through the CT Dept. of Consumer Protection and the US Drug Enforcement Administration.

Completed by: _____ **Date** _____

Return completed forms to EHS via email ehs@uconn.edu, FAX 6-1106, or Unit 4097.