

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](#).
2. Submit the [HuskySMS Support Request Form](#) to request a new lab or lab group in HuskySMS. Then, use the Lab Set-up Wizard in HuskySMS to enter the proper contact information, lab category, research focus, lab hazards, lab members, and job activities to determine training requirements. Ensure all lab personnel register for and complete the required safety trainings.
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](#).
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.
5. Inform lab personnel of the emergency procedures, building evacuation routes, the emergency meeting place, and the location of fire alarm pull stations.
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.
7. Prohibit eating, drinking, chewing gum, applying cosmetics or contact lenses, and taking medicine in laboratories.
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.).
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.

### Biological Health and Safety

	YES	NA
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| 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 <a href="#">Institutional Biosafety Committee</a> (IBC). |  |  |
| 2. Register all research with Human Subjects with the <a href="#">Institutional Review Board</a> (IRB).  |  |  |
| 3. Register all animal protocols with the <a href="#">Institutional Animal Care and Use Committee</a> (IACUC).   |  |  |
| 4. Review the <a href="#">University Biosafety Manual</a> .  |  |  |

5. If lab work involves blood or human material, review the <a href="#">Bloodborne Pathogens Exposure Control Plan</a> .		
6. If working with animals, review the <a href="#">Occupational Health and Safety Program for Animal Handlers</a> and complete the applicable <a href="#">Animal Handlers Personnel Forms</a> .		
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.		
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.		
9. Order sharps containers, biomedical waste boxes, and red liner bags through <a href="#">EHS</a> . Purchase autoclave bags separately through HuskyBuy or another vendor.		
<b>Chemical Health and Safety</b>	<b>YES</b>	<b>NA</b>
1. Review the <a href="#">Chemical Hygiene Plan</a> (CHP) and complete the <a href="#">CHP Confirmation</a> in HuskySMS.		
2. Review and comply with the <a href="#">Laboratory Chemical Inventory Program</a> (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.		
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).		
4. For labs planning to use controlled substances, review and comply with the <a href="#">Controlled Substances Policy</a> .		
5. Review and comply with the <a href="#">Chemical Waste Disposal Manual</a> .		
6. Purchase and install brackets, racks, or cages to secure compressed gas cylinders.		
7. Purchase leak-proof boxes or buckets for the storage of glass waste.		
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 <a href="#">EHS</a> .		
<b>Radiation Safety</b>	<b>YES</b>	<b>NA</b>
1. Contact the <a href="#">Radiation Safety Officer</a> (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.		
2. Contact the <a href="#">Laser Safety Officer</a> (LSO) prior to the acquisition or use of lasers. Pre-assessment of space, approved SOPs, proper laser PPE, and training are required.		
3. Contact Radiation Safety ( <a href="mailto:radiationsafety@uconn.edu">radiationsafety@uconn.edu</a> ) to register any existing or transferred laser or X-ray equipment prior to use.		

**Confirmation**

<b>Completed by:</b>	<b>Date:</b>
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**Email completed checklists to [ehs@uconn.edu](mailto:ehs@uconn.edu)**