



LABORATORY MOVE-IN FORM

For Moving Into a Laboratory

Environmental Health & Safety (EH&S) must be notified in advance of all moves involving laboratory spaces and be involved in the process. EH&S will conduct a final inspection of the laboratory spaces prior to the previous researcher leaving the lab space and will assist new researchers with moving in. Please review this laboratory move-in form and place a check in the appropriate box to acknowledge that this item has been completed. The first section of this form (*General Information for all Laboratory Use*) is mandatory for all lab users.

Contact EH&S at srm@etal.uri.edu or call 874-7993 with questions or to schedule an inspection. Laboratory space **must not** be re-occupied until the space has been inspected and cleared by EH&S.

Name of PI/Lab Representative:

Building and Room Number:

Department:

Phone number:

Email:

Date Moved In:

GENERAL INFORMATION FOR ALL LABORATORY USE - MANDATORY SECTION

- PIs and other lab users must review URI's Chemical Hygiene Plan.
- PIs must develop lab, chemical and equipment specific hazard controls and procedures and provide training for all lab personnel.
- Complete and post a Hazard Communication door sign as provided on the EH&S web page. Request any other signage from EH&S (SAA, biohazard, No eating or drinking, etc.).
- PIs must train lab users in how to access Safety Data Sheet (SDS) for all laboratory chemicals and ensure that they know how to read them.
- Lab users have attended all required health and safety training (Hazard Communication, Lab Safety and Hazardous Waste Management, Bloodborne Pathogen and Biosafety).
- Lab users are trained by PIs to ensure they know the fire safety and building evacuation procedures, including evacuation routes, nearest fire exits, fire alarm pull stations and fire extinguishers.
- Develop a list of Standard Operating Procedures (SOP) and other laboratory protocols specific to the research, chemicals and equipment for this lab.
- Emergency procedures and emergency phone numbers are clearly posted.
- Lab users are familiar with the location and use of safety showers and eye wash stations.
- PIs and other lab users are familiar with spill cleanup procedures and the location of spill equipment.
- Lab users are instructed by PIs on appropriate personal protective equipment, donning and doffing and disposal (gloves, splash goggles, lab coats, respiratory protection).
- Lab users are instructed by PIs on basic safety instructions in the lab, such as: no eating, no smoking, and no drinking in the lab, lab users must tie back long hair, jewelry, lanyards or clothing that may get caught on equipment, etc.)

- Lab users are instructed to refrain from working alone in an *Immediately Hazardous Environment*. An *Immediately Hazardous Environment* describes any material, activity or circumstance that could cause instantaneous incapacitation rendering an individual unable to seek assistance.

RADIOACTIVE MATERIALS (RAM), X-RAY AND LASER EQUIPMENT

N/A

- Contact the Radiation Safety Office (874-2600) 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.
- Request proper signage from the Radiation Safety Officer.

BIOHAZARD MATERIALS/WASTE

N/A

- 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 \(IRB\)](#). If lab work involves blood or human material, review the Bloodborne Pathogen Exposure Control Plan.
- Register all animal protocols with the [Institutional Animal Care and Use Committee \(IACUC\)](#).
- Decontaminate all work surfaces and equipment (clean benches, incubators, sinks, refrigerators, freezers, centrifuges, incubators, etc.) using a suitable disinfectant prior to use.
- Contact the Biosafety Officer at EH&S for assistance in ordering sharps containers, biowaste boxes and red bag liners. Autoclave bags are not provided by EH&S and must be purchased by each department.
- Assess if there are work related vaccines necessary for you and your staff (TB, Hep B, Influenza, etc.).
- Affix "biohazard" stickers on equipment used to store, handle, or process potentially infectious materials.
- Familiarize yourself with the limitations of your biosafety cabinets, fume hoods and other equipment. Biosafety cabinets should be inspected at least annually, before initial use and before they are moved.

CHEMICALS/HAZARDOUS WASTE

N/A

- Contact EH&S for information on locating and supplying a Hazardous Waste Satellite Accumulation Area (SAA), including hazardous waste labels, secondary containment and signage. Incompatible waste should be separated and stored in appropriate cabinets.
- Contact EH&S to review and document chemical inventory.
- If mercury containing equipment is used, ensure that a mercury spill kit is available by contacting the stockroom manager (Chemistry only) or EH&S.
- The PI or designee is required to maintain a list of expiration dates for peroxide forming chemicals in the lab to ensure their timely disposal. Contact EH&S or stockroom (chemistry only) for peroxide test strips.
- Contact EH&S for HPLC collection caps and containers. HPLC containers must not be left open. Foil or parafilm is not permitted on containers as a means of closure.

COMPRESSED GAS CYLINDERS/LIQUID NITROGEN

N/A

- Prior to delivery, inspect lab for chains/straps for securing compressed gas cylinders.
- If liquid nitrogen is used, ensure that it is stored in a well-ventilated location. An oxygen sensor should be located in close proximity to the nitrogen cylinders or dewars.

CONTACT INFORMATION

Environmental Health & Safety (EH&S): phone: 874-7993, fax: 874-9069, or srm@etal.uri.edu

Radiation Safety Office: phone: 874-2600 or radiationsafety@etal.uri.edu

PLEASE SIGN THIS FORM AND RETURN TO EH&S

Principal Investigator's Agreement

I certify that my staff and I have reviewed this check list and completed all applicable items.

Principal Investigator's Signature

Date