

BRANDEIS UNIVERSITY EH&S DEPARTMENT
LAB MOVE-IN OR RELOCATION CHECKLIST

Date

Name

Lab number/Bldg.

Welcome to your new lab. The Environmental Health and Safety Department is providing this checklist to assist in communicating your lab safety responsibilities. If you need assistance contact:
EH&S: Ext. 64262 afinn@brandeis.edu www.brandeis.edu/ehs
Facilities: Ext. 67579 rdonahue@brandeis.edu
Please complete the form, save a copy for your files and forward a copy to EH&S.

General Conditions

- Is updated emergency information posted on the lab door(s)?
- Has a chemical inventory been completed, a copy posted outside the lab, and an electronic copy sent to EH&S (Required to be updated every six months - Jan 1, July 1)
- Have all lab personnel completed the on-line Boston Consortium training?
- Have you reviewed the Brandeis Chemical Hygiene Plan?
- A Lab Hazard Evaluation Form has been completed and reviewed with lab personnel and a Training Log completed?
- Have you maintained aisles in the lab at least 36" wide and egress doors are accessible (not blocked)?

Emergency Equipment

- Local fire extinguisher is unobstructed and has an inspection tag dated within the last 12 months?
- Eyewash stations in the area are unobstructed and have inspection tags dated within the last 12 months?
- Are safety showers in your area unobstructed and have inspection tags dated within the last 12 months? If no safety shower is a fire blanket located nearby?

Chemical Safety

- Chemicals are segregated by hazard class, stored safely and not adjacent to incompatibles?
- Are corrosives stored at or below waist level? (DO NOT store above eye level.)
- Compressed gases are properly secured?
- Lab personnel have been made aware of where and how to obtain material safety data sheets (MSDS)?
- A hazardous waste storage area has been properly established if needed?

Fume Hoods & Biosafety Cabinets

- Fume hoods and biosafety cabinets are working properly and have a recent face velocity and/or certification label?

Special

- Sharps containers and broken glass containers are available and properly labeled where needed?
- If you will be working with radioactive material or lasers, the Radiation Safety Office has been notified (ext. 64261)?
- Refrigerators and freezers have been appropriately labeled?
- "Drain Disposal of Chemicals is Prohibited" labels are posted at all sinks?
- If you plan on shipping with dry ice, someone in the lab has completed the University Dry Ice shipping training?

Facilities Enhancements (Contact Facilities: 67579)

- Do you have any special or additional electrical needs?
- Do you have any special or additional plumbing needs (water, air, gasses)?
- Do you have any special or additional HVAC needs?
- Do you have any casework modifications?
- Do you have any other special needs or requirements that Facilities may need to assist in providing?