Appendix B: Moving into a lab checklist

Investigators moving into UCI lab space should review the following items.

### General Conditions
- Are hazardous work areas and equipment posted for biohazards, carcinogens, radioactivity/radiation, lasers and UV light, and other potential hazards?
- Are compressed gas cylinders firmly secured?
- Is there a minimum of 36” clearance in the aisles?
- Are heavy/hard objects stored low? Overhead objects well secured?
- Is a blue UCI Emergency Procedures flipchart posted?
- Clean Areas posted?
- Refrigerators/freezers labeled “No food or drink” or other appropriate labels such as no chemicals, no radioactive materials and no biological agents, as appropriate?
- Cabinets and shelves over 48” high secured to the wall?

### Emergency Equipment
- Emergency eye wash and shower accessible within 100 feet of your lab?
- Fire extinguishers accessible within 50 feet?

### Chemical Storage
- Are chemicals (including waste) segregated by hazard class?
- Are corrosive materials stored in low cabinets or shelves below waist height?
- Are flammables correctly stored?
- Are different containers labeled for radioactive, chemical, and biohazardous waste?
- Chemical storage shelves have lips or guards?

### Fume Hoods
- Are the fume hoods clean and certified?

### Biosafety Issues
- Are sharps containers for broken glass and needles available and labeled?
- Has a Biological Use Authorization (BUA) form been submitted or amended?

### Radiation Safety
- Are Clean Areas posted?
- Are “Caution, Radioactive Material” signs posted on doors to radioisotope labs?
- Has the Radiation Use Authorization been amended to include radioisotope use at the new location?
- Are waste storage areas appropriately labeled and shielded?
- Are all radioisotope work surfaces covered with plastic-backed absorbent paper labeled with radioactive material caution tape?
- Are all appropriate refrigerators, freezers, fume hoods and equipment items designated with “Caution, Radioactive material” signs or labels?

### EH&S
- Have you met your EH&S Coordinator? Call EH&S (4-6200) to contact them.

Please print your name, title and initial that conditions are acceptable. Please note exceptions on the reverse of this checklist.

Name: 
Date: 
Initials: 