

New Lab Setup and Lab Cleanout Guide

New Lab Setup

1. Contact OEHS to give the new lab owner's name and room number to OEHS for updating the system. We will register the new lab owner in the lab tracking software.
2. The new lab owner should be directed to complete the appropriate training in Percipio
3. OEHS will schedule a meeting with the new lab owner to review required safety information and schedule a start up inspection upon receipt of notification.
4. If the lab is not ready for occupancy, please reference the Facilities and Operations page for the proper forms for modifications, repairs, and moves.
5. If there is surplus equipment, please reference the Surplus Property page and contact facilities and for assistance.

Lab Cleanout

Contact OEHS at least one month before proposed lab shutdown or reassignment to verify chemical inventory and ensure that all items are labeled. OEHS will assist with disposal of unwanted chemicals. If chemicals have been handled properly and are not expired, there will be no charge. If chemicals are unlabeled or require a special disposal charge, the charge for outside services to stabilize and dispose of chemicals will be paid by the department that held the lab.

1. If chemical use in the area requires surfaces to have special cleaning, OEHS will obtain quotes to have the area decontaminated. The department that held the lab will be charged for this cleaning. OEHS will coordinate this cleaning and inform Custodial Services when it is complete.
2. Complete a Surplus Property Request form for any unwanted equipment. (See links above.)
3. Complete a Move Request form for any equipment that will be relocated to another lab or large trash that exceeds one 55 gallon trash can. (See links above.)
4. Complete a Work Order Request for any repairs needed to the lab if it was damaged during the shutdown/move-out process. (See links above.)
5. If you are leaving UAH, contact OEHS at least 2 weeks before your last day to do a final walkthrough. At this time, OEHS will inform you of any actions that must be completed to leave your lab in a safe state. OEHS cannot sign the separation checklist until all chemicals are identified and the department head has been informed of any chemicals that will require charges to the department. Waiting until the last day could result in an incomplete employee separation checklist which could result in a delay in your final paycheck.

If you have questions about environmental, health, or safety concerns associated with setting up or cleaning out a lab, please contact the Chemical Hygiene Officer at 256-824-2170.