



**Environmental Safety Division
University of Georgia**

Procedure for Opening a Laboratory

Contact the Environmental Safety Division (ESD) at 542-0113 for an on-site inspection of your laboratory(s). ESD will assist the laboratory supervisor in the areas of chemical, radiation, and biological safety to open your laboratory. ESD will process your request and notify all pertinent safety programs. Please FAX the completed form to ESD at 542-0108.

Note: The Environmental Safety Division requires that an inspection be performed when opening a new laboratory. This was established to ensure compliance with all state and federal regulations.

For new or existing faculty members who are planning to open a new laboratory, it is recommended that you schedule an inspection two weeks prior to beginning work in the laboratory.

Request to Open a Laboratory

Date of Request: _____

Principal Investigator's Name: _____

Building: _____

Department: _____

Room Number: _____

Office Phone Number: _____

FAX Number: _____

E-mail Address: _____

Lab Supervisor's Name: _____

Lab Phone No.: _____

Question	Yes	No
Have you and your staff completed all required safety training courses?		
Are you moving out of a lab? If yes, date _____/Where _____		
Will your lab use hazardous chemicals?		
Will your lab generate hazardous waste?		
Will your lab use radioisotopes?		
Will your lab use biohazards?		

Check all programs that are involved with your laboratory.

ESD Programs:

Lab Safety

Biosafety

Radiation Safety

Other (specify): _____

Hazardous Materials

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