

Appendix C: Commissioning Checklist for Lab Opening

This form is for opening a new lab. This form may follow a Lab Move Form (Appendix B)

General Information

Department: _____

New Lab Location Building: _____ **Room(s):** _____

Responsible Person (PI): _____ **Phone #:** _____

**Department Head,
Facility Supervisor,
or Department Safety Officer** _____ **Phone #:** _____

Scheduled Date of Move into new lab: _____

Four Sections to Review

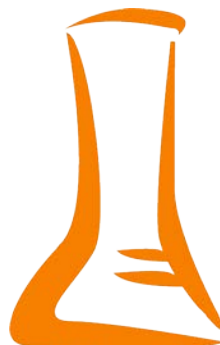
This checklist is provided to direct you in the requirements for a safe and efficient transfer of your hazardous chemicals, radioactive and biological materials, gas cylinders, and lab equipment to your new location.



Biosafety



Radiation Safety



Chemical Safety



Other

Biosafety (Lab Opening)**What biosafety level applies?**

None (skip to next section) **BSL-1** **BSL-2** **BSL-3**



Responsible Person Responsibilities	Completed	N/A	Initials
All BSCs used for manipulating infectious agents, primary human/animal tissues, plant pathogens under USDA restrictions, and/or biological toxins must be certified/recertified per NSF 49 standard prior to use. The Biosafety Office strongly recommends, but does not necessarily require, recertification of other HEPA-filtered equipment (e.g. BSCs used only for “sterile field” applications, laminar clean benches, etc.) to ensure that the motor function, filter housing, and filters have not been damaged during the move. The new location of equipment and recertification records should be provided to the Biosafety Office/IBC so that existing records can be updated accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	
Register recombinant DNA, infectious agents, human-derived materials, acute biological toxins, or other biohazards with the Institutional Biosafety Committee. Preexisting registrations must be updated with new lab location and infrastructure details.	<input type="checkbox"/>	<input type="checkbox"/>	
Placard lab doors and label equipment used to process and/or store biohazards with a biohazard symbol.	<input type="checkbox"/>	<input type="checkbox"/>	
Biohazards are to be securely stored (e.g. lockable freezer or lab door), thoroughly labeled, and contained to prevent drips, leaks, spills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
All lab personnel must receive and document site-specific and programmatic biosafety training as required by the Biosafety Office.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish a Biosafety Manual for labs designated Biosafety Level-2 or 3.	<input type="checkbox"/>	<input type="checkbox"/>	

Biosafety Office Responsibilities	Completed	N/A	Initials
Provide biosafety training, including new site-specific training templates.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide biosafety door placards/signage and biohazard labels.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide biosafety manual template or assist updating existing manual.	<input type="checkbox"/>	<input type="checkbox"/>	
Assist with IBC registration submissions or updates as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
Perform start-up survey to verify that all equipment is in place, BSCs are certified, biohazard labels are applied, and door(s) placarded.	<input type="checkbox"/>	<input type="checkbox"/>	

Radiation Safety (Lab Opening)

Were radioactive materials used in the lab?

No (skip to next section) Yes (complete the following)



<i>Responsible Person Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Notify Radiation Safety of the new room location for any laser equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
Contact Radiation Safety to walk through new lab area to establish storage areas for radioactive materials, security, rad fume hood testing, postings and labeling.	<input type="checkbox"/>	<input type="checkbox"/>	

<i>Radiation Safety Office Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Provide Radiation Safety training	<input type="checkbox"/>	<input type="checkbox"/>	
Issue dosimeters where required	<input type="checkbox"/>	<input type="checkbox"/>	

Chemical Safety (Lab Opening)

Were chemicals used in the lab?

No (skip to next section) Yes (complete the following)



<i>Responsible Person Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Only order chemicals you need.	<input type="checkbox"/>	<input type="checkbox"/>	
Store your chemicals using a good compatibility plan.	<input type="checkbox"/>	<input type="checkbox"/>	
Keep a chemical inventory of what you have in stock and update inventory once move in is completed (add all new chemicals, compressed gas cylinders and cryogenics), turn in to EHS at ehs_labsafety@utk.edu .	<input type="checkbox"/>	<input type="checkbox"/>	
Develop/update the Chemical Hygiene Plan for the new location. Visit the Lab Safety Section of the EHS website for assistance. https://ehs.utk.edu/	<input type="checkbox"/>	<input type="checkbox"/>	
Establish a chemical spill kit appropriate for the materials to be used in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	
Properly secure all compressed gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	

<i>EHS Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Provide orientation information and documents in support of new chemical activities.	<input type="checkbox"/>	<input type="checkbox"/>	

All Other Safety (Lab Opening)**To be completed by all labs**

<i>Responsible Person Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Complete a new lab door placard and submit it to EHS	<input type="checkbox"/>	<input type="checkbox"/>	
Contact EHS to test emergency equipment, evaluate any additional needs, and provide needed information and assistance.	<input type="checkbox"/>	<input type="checkbox"/>	
Complete or request General Lab Safety Training (including Hazardous Waste training as necessary) with EHS	<input type="checkbox"/>	<input type="checkbox"/>	
Provide lab specific training (by the PI or lab manager) that is current and documented for everyone working in the new laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	

<i>EHS Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Print and install new door placards	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect eyewashes	<input type="checkbox"/>	<input type="checkbox"/>	
Test face velocity of fume hood(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Provide General Lab Safety Training, Hazardous Waste Training, and other training as requested.	<input type="checkbox"/>	<input type="checkbox"/>	

<i>STAR Team (Facilities Services) Responsibilities</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Test safety showers	<input type="checkbox"/>	<input type="checkbox"/>	

<i>Department Head, Facility Supervisor, DSO</i>	<i>Completed</i>	<i>N/A</i>	<i>Initials</i>
Research lab personnel should be introduced to (or informed of the identity of) the DSO and informed of their shared roles in ensuring a safe lab environment. All lab members should know who their DSO is and how they can request further assistance.	<input type="checkbox"/>	<input type="checkbox"/>	

Required Signatures (Lab Opening)

Responsible Person:

Print	Signature	Date:
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Department Head, Facility Supervisor, or DSO:

Print	Signature	Date:
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EHS Representative:

Print	Signature	Date:
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Rad Safety Rep. (Rad Labs only):

Print	Signature	Date:
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Biosafety Rep. (BSL-2 Labs only):

Print	Signature	Date:
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STAR Team Representative:

Print	Signature	Date:
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This record shall be kept in the PI's (or responsible person) permanent personnel file in their respective departmental office for a minimum of 10 years. Electronic copies shall be kept by the Office of Research and Environmental Health & Safety for a minimum of 10 years.