

LABORATORY SETUP & CLOSEOUT PROCEDURES AT CLEMSON UNIVERSITY

When a new faculty member is to set up a lab or research area, their department along with Facilities & Research Safety assists with the review of renovations & necessary equipment.

The Office of Research Safety developed the setup checklist to help new faculty establish a safe and compliant laboratory environment and provide links to safety training, documents and lab requirements.



<http://www.clemson.edu/research/safety/>

A closeout is needed whenever a principal investigator leaves the University or transfers to a different laboratory and their activity in an assigned area ends.

This includes a research lab or workshop area.

Proper removing & decontamination of hazardous materials & equipment potentially contaminated with hazardous materials is required.

NEW RESEARCH LABORATORY SETUP CHECKLIST

<http://media.clemson.edu/research/safety/DSCs/NewLabSetupChecklist.pdf>

Schedule a meeting with Research Safety to review the checklist

Do you know you have a DSC?

The Department Safety Coordinator (DSC) is an integral part of promoting health and safety throughout all campuses.

Consult with your DSC when you need assistance for your research safety issues.

Find your DSC here:

http://media.clemson.edu/research/safety/DSCs/DSC_ContactList.pdf

LABORATORY CLOSE-OUT PROCEDURES

<http://media.clemson.edu/research/safety/CU%20Lab%20close%20out%20policy%202015%20Final.pdf>

3 STEPS TO FOLLOW:

1. Check the closeout policy to start to prep for the closure.
2. Work with DSC to fill the close-out form.
3. Schedule a closure inspection with The Office of Research Safety.