

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 OES 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.



**OCCUPATIONAL AND
ENVIRONMENTAL 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

[New Lab Setup Checklist.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:

[DSC ContactList.pdf](#)



LABORATORY CLOSE-OUT

PROCEDURES

[Lab Closeout Form.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.