

## New York University Laboratory Move-In Checklist

**Instructions:** This checklist is to be used as a “Who to Contact” resource for all new Research Faculty at NYU, and as a reminder for those who are moving laboratories within the University. It should be completed by all new Investigators and those who are transferring to another laboratory within the University. A copy should be maintained by the investigator, and copies should be provided to your Departmental Administrator, Safety Coordinator, and Environmental Health and Safety.

Person Completing this Form: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Item	Completed? (Y, N, NA) - Notes	Date Completed	Questions?
<b>A. Administrative</b>			
1. Meet your department’s Chairperson/administrator. Learn his/her telephone number and e-mail address. Name: Phone: Email:			Department Administrator
2. Meet your building manager. Learn his/her telephone number and e-mail address. Name: Phone: Email:			Department Administrator
3. Contact Facilities and Construction Management (FCM) Client Services to submit work order requests			FCM Client Services x81001 <a href="mailto:fc.helpdesk@nyu.edu">fc.helpdesk@nyu.edu</a>
4. Post the “emergency telephone number” sticker near or on all telephones in the lab. Post “Emergency Contact Information” on the outside of all exit/entrance doors.			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a> <a href="http://www.nyu.edu/ehs/pdf/label_page/DOORSIGN.PDF">http://www.nyu.edu/ehs/pdf/label_page/DOORSIGN.PDF</a>
5. Personal protective equipment (PPE) should be available for lab employees. The investigator is responsible for purchasing PPE depending on the			Departmental Administrator  EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>

hazards present, but at a minimum, gloves, lab coat and safety goggles should be purchased. For questions regarding the use of respirators, contact EHS.			
6. Create an on-line chemical inventory of the chemicals used in your laboratory using the Chemtracker computer software. <a href="http://www.nyu.edu/ehs/programs/right.to.know.html">http://www.nyu.edu/ehs/programs/right.to.know.html</a>			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
7. Contact Office of Sponsored Programs to obtain information about grant transfers and submissions.			OSP x 82121 <a href="mailto:research.compliance.web@nyu.edu">research.compliance.web@nyu.edu</a>
8. Register all animal protocols with University Animal Welfare Committee. <a href="http://www.nyu.edu/ovr/">http://www.nyu.edu/ovr/</a>			OSP x 84256 <a href="mailto:research.compliance.web@nyu.edu">research.compliance.web@nyu.edu</a>
9. Arrange for EHS officer to review Lab Safety Self-Assessment Checklist with PI and Assistant Chemical Hygiene Coordinator (ACHO).			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
<b>B. Training &amp; Tutorials</b>			
1. Attend HR orientation for your department/Job code.			Human Resources x 8-1250 <a href="http://www.nyu.edu/hr/index.html">http://www.nyu.edu/hr/index.html</a>
2. Attend Trainings: Lab Safety, Hazardous Waste, Shipping Biologicals and other applicable trainings. <a href="http://www.nyu.edu/ehs/training/">http://www.nyu.edu/ehs/training/</a>			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
3. Attend Animal Safety Orientation (If applicable) <a href="http://www.nyu.edu/ovr/">http://www.nyu.edu/ovr/</a> <a href="http://www.nyu.edu/uawc/">http://www.nyu.edu/uawc/</a>			OVR x 87891 <a href="mailto:research.compliance.web@nyu.edu">research.compliance.web@nyu.edu</a>

<b>C. Policies &amp; Guidelines</b>			
<p>1. Familiarize yourself with: Environmental Health &amp; Safety Policies, The Chemical Hygiene Plan, Exposure Control Plan, Bloodborne Pathogen Exposure Control Program, Hazardous Waste Disposal and Minimization Policy, Regulated Medical Waste (RMW) Disposal policy (if applicable) found on EHS website: <a href="http://www.nyu.edu/ehs/">http://www.nyu.edu/ehs/</a></p>			<p>EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>2. Obtain copies of the Lab Safety Manual, Biosafety Manual, Fire safety handbook, and appropriate Quicktips from EHS and its website: <a href="http://www.nyu.edu/ehs/">http://www.nyu.edu/ehs/</a></p>			<p>EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<b>D. Fire/Life Safety &amp; Emergency Preparedness</b>			
<p>1. Familiarize yourself with:</p> <ul style="list-style-type: none"> <li>I. Fire safety procedures;</li> <li>II. Obtain Certificate of Fitness (C-14) from New York City Fire Department (FDNY), if applicable,</li> <li>III. Contact EHS to apply for laboratory permit from FDNY if you plan to store &gt; 2 gallons of flammables.</li> <li>IV. Obtain Certificate of Fitness (G-97)</li> </ul> <p><a href="http://www.nyu.edu/ehs/pdf/FDNY-insplist.pdf">www.nyu.edu/ehs/pdf/FDNY-insplist.pdf</a></p>			<p>EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>2. Familiarize yourself with the evacuation routes and nearest exits in your building.</p>			<p>EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>3. Locate common-use flammable storage units to store flammables. No more than 30 gallons of flammables can be stored in a laboratory (depending on type of lab,</p>			<p>EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>

square footage, etc.)			
4. Check to see if fire extinguishers have been installed near exits and are inspected monthly by FCM.			Contact Building Manager FCM x 81001 <a href="mailto:fcm.helpdesk@nyu.edu">fcm.helpdesk@nyu.edu</a>
5. Make sure exits are clear of all obstructions and debris.			FCM x 81001 <a href="mailto:fcm.helpdesk@nyu.edu">fcm.helpdesk@nyu.edu</a>
<b>E. Biological Safety</b>			
1. Become familiar with the CDC's "Biosafety in Microbiological & Biomedical Laboratories," 5th edition, Feb 2007 at <a href="http://www.cdc.gov/od/ohs/biosfty/bmbl5/bmbl5toc.htm">www.cdc.gov/od/ohs/biosfty/bmbl5/bmbl5toc.htm</a>			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
2. Become familiar with NIH's "Guidelines for Research Involving Recombinant DNA Molecules," April 2002 at <a href="http://oba.od.nih.gov/oba/index.html">http://oba.od.nih.gov/oba/index.html</a> .			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
3. Register all use of human cell lines, materials, tissue or blood, rDNA, infectious agents, select agents with NYU IBC. If using Select Agents or controlled substances, contact NYU EHS to register your laboratory with the Centers for Disease Control and Prevention (CDC) before transferring them to NYU. <a href="http://www.nyu.edu/ehs/programs/biosafety.html#rDNA">http://www.nyu.edu/ehs/programs/biosafety.html#rDNA</a>  <a href="http://www.nyu.edu/ehs/pdf/policies2008/DEA_CONTROL_SUBSTANCES.PDF">http://www.nyu.edu/ehs/pdf/policies2008/DEA_CONTROL_SUBSTANCES.PDF</a>			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
3. Review NYU policy regarding Regulated Medical Waste (RMW), biological safety cabinets, bloodborne pathogens, select agents, controlled substances,			EHS x 81450 <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>

<p>Ethidium Bromide safety and Shipping (IATA) policy.  <a href="http://www.nyu.edu/ehs/programs/biosafety.html">http://www.nyu.edu/ehs/programs/biosafety.html</a></p>			
<p>4. If lab work is conducted with blood or human material, customize your written "Bloodborne Pathogen Exposure Control Plan"  <a href="http://www.nyu.edu/ehs/pdf/bio_safety/BBP_2005_POLICY.PDF">http://www.nyu.edu/ehs/pdf/bio_safety/BBP_2005_POLICY.PDF</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>5. Develop a list of Standard Operating Procedures (SOP's), Protocol Operating Procedures (POP's), and other laboratory protocols.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>6. If lab work is conducted using animals, develop Animal Emergency protocols with signs posted in the laboratory.  <a href="http://www.nyu.edu/ovr/">http://www.nyu.edu/ovr/</a></p>			<p>OVR  X87891  <a href="mailto:research.compliance.web@nyu.edu">research.compliance.web@nyu.edu</a></p>
<p>7. Assess if there are work-related vaccines necessary for you and your staff (TB, HEP B, Flu etc...). If you plan to obtain/decline Hepatitis B Vaccine, keep records with the Exposure Control Plan.</p>			<p>University Health Services  212-443-1000  <a href="mailto:health.center@nyu.edu">health.center@nyu.edu</a></p>
<p>8. Affix "biohazard" stickers on equipment used to store, handle, or process potentially infectious materials.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>9. Familiarize yourself with the strengths and limitations of your biosafety cabinet, tissue culture hood and/or fume hood. See the BMBL (referenced in E.1 above), Appendix A. Biosafety cabinets and all hoods should be inspected annually, before initial use, and before they are moved.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>10. All infectious waste (any</p>			

<p>materials that are contaminated with agents infectious to humans, cultures, stocks, pathological waste, human blood and blood products and gloves used in the handling of such waste) must be disposed of into RMW containers (red bags). All sharps must be disposed of into red sharps containers.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>11. Contact building manager for large plastic sharps containers used for razor blades, hypodermic syringes, needles, contaminated Pasteur pipettes, slides, cover slips and other “sharps”. Smaller containers must be purchased by individual investigators.  <a href="http://www.nyu.edu/ehs/waste_disposal/bio.med.waste.html#sharps">http://www.nyu.edu/ehs/waste_disposal/bio.med.waste.html#sharps</a></p>			<p>FCM x 81001  <a href="mailto:fc.helpdesk@nyu.edu">fc.helpdesk@nyu.edu</a></p>
<p>12. Call Facilities and Construction Management Client Services at X 81001 for biological/infectious waste boxes and red liner bags, and to establish a collection schedule.</p>			<p>FCM x 81001  <a href="mailto:fc.helpdesk@nyu.edu">fc.helpdesk@nyu.edu</a></p>
<p><b>F. Chemical Safety/ Hazardous Waste</b></p>			
<p>1. Read NYU policy regarding Chemical Hygiene Plan (CHP) at  <a href="http://www.nyu.edu/ehs/pdf/CHP.pdf">http://www.nyu.edu/ehs/pdf/CHP.pdf</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>2. Ensure that lab personnel know where lab-specific Material Safety Data Sheets (MSDS) are readily found, either by keeping an MSDS binder or going online (see EHS’s web site at  <a href="http://www.nyu.edu/ehs/data.sheets/">http://www.nyu.edu/ehs/data.sheets/</a>)</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>3. Read “New York University Hazardous Waste Disposal</p>			<p>EHS x 81450</p>

<p>Program Guidelines. Available at  <a href="http://www.nyu.edu/ehs/waste_disposal/">http://www.nyu.edu/ehs/waste_disposal/</a></p>			<a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>
<p>4. All chemical waste should be placed in closed containers with completed NYU Hazardous Waste labels. Dates should not be written on labels unless the container is full and ready for disposal. If using a container with a label of a different substance for waste purposes, the label should be removed or completely defaced using a black marker, allowing only the hazardous waste label to be visible. Contact EHS for disposal of chemical waste. Labels can be printed from the EHS website.  <a href="http://www.nyu.edu/ehs/waste_disposal/waste.labels.html">http://www.nyu.edu/ehs/waste_disposal/waste.labels.html</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>5. Post <b>No Dumping</b> labels at all sinks  <a href="http://www.nyu.edu/ehs/waste_disposal/chemical.waste.html#drain">http://www.nyu.edu/ehs/waste_disposal/chemical.waste.html#drain</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>6. Establish <b>Hazardous Waste Satellite Accumulation Area(s)</b> for your chemical waste collection point(s) and gather chemical waste supplies (e.g., secondary bins, instructional stickers, waste labels, etc.) Incompatible waste should be separated.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>7. If planning to move chemicals from one laboratory to another, or if you require disposal of a large amount of chemicals, please contact EHS.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>8. Ensure that lab does not bring and use mercury-containing thermometers or equipment without compelling scientific justification (gather</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>

<p>all mercury-containing thermometers for waste pickup by EHS.) If mercury thermometers are in use, ensure that a mercury spill kit is available.  <a href="http://www.nyu.edu/ehs/pdf/policies/mercury.pdf">http://www.nyu.edu/ehs/pdf/policies/mercury.pdf</a></p>			
<p>9. Install silver recovery cartridges in film processing areas. Call EHS if a silver recovery cartridge is needed.  <a href="http://www.nyu.edu/ehs/waste_disposal/art.dept.waste.html#photo">http://www.nyu.edu/ehs/waste_disposal/art.dept.waste.html#photo</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p><b>G. Ionizing and non-ionizing Radiation</b></p>			
<p>1. If you use or plan to use radioactive materials or x-ray machines, you must have pre-authorization of the Radiation Safety Office. Please contact Charles Strom in the Chemistry Department</p>			<p>X88480  <a href="mailto:charlie.strom@nyu.edu">charlie.strom@nyu.edu</a></p>
<p>2. There are additional safety and training requirements related to the use of radioactive materials and machine sources of ionizing radiation such as x-ray machines, x-ray diffraction equipment, particle accelerators, electron microscopes, and non-ionizing radiation (i.e., lasers, MRI's, electromagnetic radiation, microwaves, NMR etc..) Please contact EHS for specific details on different sources of non-ionizing radiation and their associated trainings.  <a href="http://www.nyu.edu/ehs/pdf/safety_policies/Non_Ion_Rad_2008.PDF">http://www.nyu.edu/ehs/pdf/safety_policies/Non_Ion_Rad_2008.PDF</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p><b>H. General Points</b></p>			

<p>1. Secure compressed gas cylinders at 2/3s their height. Tanks must be secured to the wall with a chain or belt and must have the date of when the tank was last hydrostatically tested (within 10 years). Store erect behind closed doors, whether full, empty, or in between. No more than 1 “back-up” tank can be on hand without a manifold system.  <a href="http://www.nyu.edu/ehs/pdf/policies2008/Safe_Cylinder_2005.PDF">http://www.nyu.edu/ehs/pdf/policies2008/Safe_Cylinder_2005.PDF</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>2. When more than 5 gallons of corrosive or flammable material is stored, an eyewash/safety shower must be available within 25 feet of the laboratory. All safety showers and/or eye wash stations must be inspected quarterly by the building manager and a record maintained.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a>             FCM x 81001  <a href="mailto:fc.helpdesk@nyu.edu">fc.helpdesk@nyu.edu</a></p>
<p>3. Obtain “Broken Glass” cardboard boxes from the Chemistry stockroom.</p>			<p>151 Brown Bldg            X 88458</p>
<p>4. Spill kits for each hazardous substance found in the laboratory should be available.</p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>
<p>5. Strongly consider purchasing energy-efficient or ENERGY STAR equipment such as freezers.  <a href="http://www.energystar.gov/">http://www.energystar.gov/</a></p>			<p>EHS x 81450  <a href="mailto:ehs.orm@nyu.edu">ehs.orm@nyu.edu</a></p>