**Notice of Laboratory Occupancy**

In order to assure compliance, new principal investigators (PI) or departments should notify the Office of Environmental Health and Safety, Chemical and Biological Safety Section (CBSS), prior to commencement of work. To begin this process, we request the PI or appropriate department complete this form and return it to OEHS (intra-campus mail P. O. Box 980112 or FAX 828-6169). Upon receipt, a CBSS representative will contact the principal investigator to schedule an on-site visit to discuss applicable laboratory safety policies and procedures. Please direct any questions about this form to CBSS, 828-1392.

Principal Investigator:

Dept:

Building:

Room(s):

Phone:

E-mail:

Start Date of Laboratory Work:

In the space provided, give a general description of all hazardous agents to be used in the new laboratory (including all materials that are anticipated to be used in the future). If you are uncertain whether an agent should be considered "hazardous," list it below so it can be discussed during the OEHS on-site visit.

Biological Materials (i.e., viruses, bacteria, human blood, etc.):

Chemicals (list all particularly hazardous substances):

Select Agent(s):

Animals (list all species and IACUC protocol number):