Notice of Laboratory Occupancy
Duke University/ Medical Center
Occupational and Environmental Safety Office

In order to assure total compliance with all applicable safety policies and procedures, it is necessary for new principal investigators to communicate with the Occupational and Environmental Safety Office (OESO) within the first few days of arrival (prior if possible). Upon receipt of the following list, OESO will contact the principal investigator and/or primary safety contact to schedule an on-site visit.

Email completed form to: labsafety@dm.duke.edu or fax 919-681-7509. For questions call 919-684-8822.

P.I.: Dept:

Building: Room(s):

Lab contact: Phone:

Current phone: Email:

Anticipated Start Date of lab work: _______________________

Give a general description of all hazardous agents to be used in the laboratory. This should include all materials which are anticipated to be used in the future. If uncertain whether an agent should be considered “hazardous”, list it below so it can be discussed during the on-site visit.

Biological Materials (e.g., rDNA research, viral vectors, bacteria, human blood, etc.):

Chemical Inventory (you may use a separate spreadsheet) – include all Particularly Hazardous Substances
http://www.safety.duke.edu/laboratory-safety/chemical-hygiene/particularly-hazardous-substances

Radioactive Materials:

Class 3b or 4 laser(s):

Animals: - List all to be used: