**Notice of Laboratory Relocation**

Any Principal Investigator (PI) who is relocating from one VCU research laboratory to another should complete this form. Please be aware that university policy dictates that OEHS assess laboratory facilities being vacated to ensure all biosafety and hazardous waste issues are resolved prior to vacating the laboratory. To begin this process, we request the PI or department complete this form and submit it to OEHS (intra-campus mail at PO Box 980112 or FAX 828-6169). Upon receipt, an OEHS representative will contact the principal investigator to schedule an on-site visit to discuss applicable university policies and procedures. Please direct any questions about this form to OEHS, Chemical and Biological Safety Section, 828-1392.

Principal Investigator:

Dept:

Old Building/Room(s):

New Building/Room(s):

New Phone:

E-mail:

Start Date in New Facility:

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:

Animals (list all species and IACUC protocol number):