

University of Colorado Off-Site Facility Laboratory Registration Form

*Environmental Health and Safety Department, Office of the Vice Chancellor for Regulatory
Compliance*

The UCDHSC requires that all laboratories register with Environmental Health and Safety (EH&S) so that 1) laboratory spaces be properly assigned to Principal Investigators (PIs) in our databases and 2) emergency contact information can be readily available to emergency responders and police department personnel in case an emergency requires that we contact a person knowledgeable of the operations of the laboratory.

To fill out this form correctly, every laboratory space assigned to the PI needs to be reported along with the names, telephone numbers (home and office), and pager number (optional) of up to three (3) emergency contacts familiar with the operations of the laboratory.

Once completed, submit the form electronically to [EH&S](#) . For assistance filling out this form or if you have any other questions, contact the UCDHSC Environmental Health & Safety Compliance Assistance Program at (303) 724-0344.

1. Laboratory Location

___ AMC Cancer Research Center ___ UCDHSC, Downtown Denver Campus

___ Other _____

2. Principal Investigator Information

PI Name: _____

Department/Division: _____ Mailstop: _____

Office Phone: _____ Home Phone: _____ Pager: _____

3. Emergency Contact Information

a. Emergency Contact 1: _____
Last Name, First Name, Middle Initial

Office Phone: _____ Home Phone: _____ Pager: _____

b. Emergency Contact 2: _____
Last Name, First Name, Middle Initial

Office Phone: _____ Home Phone: _____ Pager: _____

c. Emergency Contact 3: _____
Last Name, First Name, Middle Initial

Office Phone: _____ Home Phone: _____ Pager: _____

3. Notification Information (check correct box)

€ Registration of new laboratory spaces

€ Change in room number/Principal Investigator/contact info/other

€ Other (explain) _____

4. Waste Information (Check the boxes below for the types of waste you anticipate generating in your laboratory)

Hazardous Chemical Wastes

- Flammables
- Oxidizers
- Corrosives
- Reactives
- Toxics

Radioactive Mixed Wastes

- Radioactive materials mixed with flammable, corrosive, reactive or toxic chemicals

Biomedical/Infectious Wastes

- Biomedical or infectious wastes (infectious agents, stocks, cultures, etc, tissue culture materials, blood or bodily fluids, tissues or organs)

Infectious Mixed Wastes

- Infectious mixed waste (infectious agents mixed with flammable, corrosive, reactive or toxic chemicals)

5. REGISTRATION OF LABORATORY SPACES AND SAA DESIGNATIONS

For each laboratory space under your control, record the room number in the appropriated box below and indicate if this area will be used as a Satellite Accumulation Area (SAA) by writing yes in the “SAA” box.

In addition, if the space being registered contains any tissue culture hoods please note the serial number, date of last inspection, name of company who inspected it, and whether or not it contains UV lamps.

If the laboratory space contains any fume hoods, please indicate the date the fume hood was last inspected.

Laboratory Space Number	SAA	Tissue Culture Hood Serial Number	Last Inspection Date	Inspected by	UV Lamps (yes or no)	Last Fume Hood Inspection