

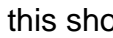

New Labs, Moving Labs & Closeouts

Description

LABORATORY REGISTRATION & NEW PI'S

Whether you are a new researcher to the University or, you are moving your existing laboratory to a new space on campus, we know that you are eager to get your lab up and running quickly while achieving compliance with all federal and state agencies.

EH&S hosts a *New Principal Investigator Orientation* meeting every 1st Thursday of each month at 10:00 am via Zoom. Before the meeting, an informational packet with EH&S resources will be sent to your PO Box.

To properly set up your lab in Gator TRACS and register for the *New PI Orientation*, please complete this short form:  [NEW PRINCIPAL INVESTIGATOR REGISTRATION FORM](#) 

Adding a New Lab Space (Established UF Labs that are expanding)

1. Contact EH&S at gatortracs@ehs.ufl.edu to update your records in Gator TRACS.
2. Post a new notice before work can begin.
3. Update your lab's LATCH assessment and chemical inventory.
4. If you are leaving a lab space, please follow the closeout instructions below.

Lab Cleanout and Closeout

When a researcher prepares to leave a lab (closing, vacating, renovating, or relocating), the PI or Department must notify EH&S 30 days prior to the closure of a lab by submitting a Lab Closeout Form. [Lab Closeout Form](#)

Once the form is submitted, the following steps will occur:

- The main contact for the closeout will receive an email confirmation indicating the request has been received by EH&S. The email will include the next steps and a link to a detailed [lab closeout procedure checklist](#).
- Once the form is submitted, an EH&S representative will contact the lab within a week to schedule a lab closeout survey – there is no need to complete any items before the survey.
- During the survey, the EH&S representative will walk through the lab offering guidance and answering questions about what items need to be completed.
- A safety survey report will be generated through Gator TRACS based on what is found in the lab. This survey report will serve as the lab's "to-do list" for a successful closeout.

- Throughout the following days/weeks, an EH&S representative will check in to verify the status of pending items. As items are completed, the actions in Gator TRACS can be closed.
- Once all items are closed, EH&S will update Gator TRACS and issue a final closeout completion notice.

[icon name="arrow-right" prefix="fas"] [Lab Closeout Policy](#) [icon name="arrow-left" prefix="fas"]