

## Laboratory Closeout/Relocation Notice

Complete and send this notice as soon as move is indicated; no less than 30 days prior to departure. **Send completed form via fax (304-293-4529) or mail to PO Box 9006.** Once the notice is received, an RSD representative will contact the laboratory with instructions for proper closeout.

**P.I./A.R.U.:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Room(s):** \_\_\_\_\_

**Lab Coordinator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Box #:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

*Please check one of the following:*

Permanent Lab Closeout

Laboratory Relocation

**Date Form Submitted:** \_\_\_\_\_

**Anticipated Date of Move:** \_\_\_\_\_

**RADIATION SAFETY DEPARTMENT**

PO Box 9006 | G-139 HSC North  
Office: 304-293-3413  
Fax: 304-293-4529

E-mail: [radiation\\_safety@hsc.wvu.edu](mailto:radiation_safety@hsc.wvu.edu)  
24/7 Pager: 304-987-1586  
Website: <http://www.hsc.wvu.edu/rsafety>