

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: radiationsafety@hsc.wvu.edu
24/7 Phone: 304-293-6430
Website: <http://www.hsc.wvu.edu/rsafety>