



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 email to radiationsafety@hsc.wvu.edu or mail to PO Box 9006.** Once the notice is received, an RSD representative will contact the laboratory with instructions for proper closeout.

PI / ARU: _____

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: _____