



Environmental Health & Safety

## Request to Add/Remove Bio Safety Cabinet (BSC)

### Directions:

- Complete form -
  - Electronically and return via email to: [Safety@tcu.edu](mailto:Safety@tcu.edu) *or*
  - Electronically, print, and submit via campus mail *or*
  - Print form, complete in legible handwriting, and submit via campus mail.
- Mail printed forms to:  
**Environmental Health & Safety, TCU Box 28860, Fort Worth, Texas 76129**
- Please retain a copy of the completed form for your records.

Today's Date:	<input type="checkbox"/> Add to Contract <input type="checkbox"/> Remove from Contract	
<b>Principal Investigator (PI)</b>		
Name:	Department	
<b>Lab Supervisor Responsible for Biosafety Cabinet</b>		
Name:	Phone:	
<b>Location of Biosafety Cabinet</b>		
Building:	Room:	
<b>Biosafety Cabinet Details</b>		
Make:	Type:	
Model:	Serial #	
Used with radioactive material? <input type="checkbox"/> Yes <input type="checkbox"/> No		

BSC require annual inspections. Additional inspection is required:

- ***Upon installation***
- ***When BSC is removed***
- ***When BSC is repaired***

Costs for filter, repair, and maintenance are the responsibility of the PI and/or Department.

TCU Office of Environmental Health & Safety schedules annual certifications and provides reports to PIs upon request.