

UNIVERSITY of HOUSTON

Laboratory Equipment Safety Clearance Form

This form shall be completed by the laboratory equipment transfer Requestor and emailed to Property Management. If the request is from Plant Operations personnel who are moving laboratory equipment, the form should be emailed directly to EHLS.

SECTION 1: Requestor & Equipment Information (To be completed by the Requestor)

Contact Name: Enter text. Email: Enter text. Phone: Enter text.

Department: Enter text. Building: Enter text. Room #: Enter text.

Equipment Manufacturer: Enter text.

Model #: Enter text. Serial #: Enter text. UH ID Tag: Enter text.

This equipment has been used with the following material(s):

- Radioactive Materials(s)¹: Enter text.
List Potential Radionuclide(s)
- Biological Agent(s)²: Enter text.
List Potential Agent(s)
- Chemical(s)³: Enter text.
List Potential Chemical(s)
- The equipment has **never** been used with radioactive materials, biological agents or chemicals⁴.

SECTION 2: Cleaning/Decontamination Actions (To be completed by EHLS)

- Radioactive Materials – A wipe test must be performed by EHLS (3-5858).
Wipe Test Performed by: Enter text. Date: Enter text.
- General Cleaning^{5,6,7} – Wipe down equipment with a soap and water solution, or mild detergent.
- Biological Agents – Spray equipment with 10% bleach solution and leave to soak for 15-20 minutes.
- Special Cleaning/Decontamination Instructions:
Enter text.

Actions Recommended by: _____ Date: Enter text.
EHLS Representative Signature

SECTION 3: Acknowledgement

Describe process and agents used to clean/decontaminate equipment:

Enter text.

I certify that the lab equipment has been cleaned and/or decontaminated as recommended by EHLS.

Requestor Signature Enter text.
Date

Enter text. Enter text. Enter text.
Printed Name *Title* *Department*

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How to complete the form:

The REQUESTOR completes SECTION I to the best of their knowledge by filling in all available equipment information and use history in the designated fields.

The REQUESTOR sends the Laboratory Equipment Safety Clearance Form to Environmental Health & Life Safety (EHLS) at ehs@uh.edu.

EHLS assesses the equipment, provides recommendations for cleaning and/or decontaminating the equipment in SECTION II, then returns the form to the REQUESTOR.

The REQUESTOR carries out the recommended actions specified in SECTION II, notes the processes and agents used, and signs the Acknowledgement in SECTION III.

Footnotes for completing the form:

1. Lasers and x-ray machines may not be released using this form. Contact EHLS Radiation Safety for proper steps to dispose of or transfer these units.
2. If the laboratory is disposing of a Biological Safety Cabinet (BSC) that has been used with infectious agents, you will need to contact your BSC service vendor for decontamination. Consult EHLS for assistance.
3. If the equipment has been used with high hazard chemicals (e.g. mercury), EHLS may require that the item be disposed of as hazardous waste.
4. Even if the equipment, to the best of your knowledge, was not used with biological agents, radioactive materials or chemicals, this form must be sent to EHLS prior to clearance.
5. All associated lab supplies (tubes, vials, etc.) must be removed from the equipment prior to clearance.
6. If the equipment contains oil, the oil must be drained and collected for disposal as hazardous waste through EHLS.
7. If the equipment is a refrigerator or freezer, the unit must be unplugged, defrosted and wiped dry prior to clearance.