



For Internal Use Only

Initial & Route:

_____ Rad

_____ Chem

_____ Bio

EH&S/A-Z File

The University of Connecticut

LABORATORY CLEARANCE FORM

This checklist must be completed and returned to Environmental Health and Safety (EH&S)(Unit-4097; fax 486-1106) in order for EH&S clearance to be granted.

PROCEDURES FOR VACATING A LABORATORY

Research Scientists vacating University of Connecticut (UConn) facilities or relocating within UConn facilities are responsible for leaving laboratories in a condition suitable for re-occupancy or renovation. Environmental Health & Safety (EH&S) must be notified of all moves involving laboratory spaces. Upon notification and completion of this form, EH&S will inspect the laboratory space.

If the laboratory has been authorized for radioactive material use, you **must** call Radiation Safety (RSO) at Extension 486-3613 for assistance with clearance. RSO staff will inspect the laboratory before clearance is issued.

Space **must not** be re-occupied and no renovation work started until the space has been inspected and cleared by EH&S.

 Print Name

 Building

 Room No(s)

Radioactive Materials (RAM) _____ This section is not applicable.

- RSO has been notified to coordinate the transfer of RAM.
- All RAM has been removed from the laboratory.
- A *Radiation Contamination Survey* has been conducted by RSO and any residual contamination is certified to be less than release standards.
- A *Walk-through Survey* has been performed and all postings labeled "radioactive" have been removed.
- All equipment including refrigerator, freezer, liquid scintillation counter, etc. have been cleared by the RSO.

Signature of Completion _____ Date _____

Biohazardous Materials _____ This section is not applicable.

- Place all biologically contaminated sharps (Pasteur pipettes, serological pipettes, razor blades, etc.) in a sharps container and dispose of it as biohazardous (biological) waste. Syringes with or without attached needles are regulated waste and must be placed in appropriate sharps containers and disposed of as hazardous waste.
- Dispose of all other potentially biohazardous non-sharps waste from the laboratory in autoclave bags or sharps containers and dispose of as biological waste.
- Dispose of all solid media and supplies in the laboratory as biological waste.
- If autoclaving is not possible, decontaminate all liquid media by autoclaving or by treating overnight with bleach solution (final concentration to be 10%) or another suitable disinfectant before drain disposal.
- Decontaminate all work surfaces using freshly prepared 10% bleach solution or another suitable disinfectant.
- Professionally decontaminate all Clean Air Devices (CAD) such as clean benches and biological safety cabinets before re-locating. Re-certification is required after CADs have been relocated. Contact EH&S 486-3613 for details.
- Surface decontaminate equipment such as centrifuges, incubators, H₂O baths, empty refrigerators, etc. and label as decontaminated (see exhibit A), prior to relocating.

Signature of Completion _____ Date _____

EXHIBIT A

This equipment's exterior and interior surfaces were decontaminated.

This equipment is released for: (Circle one)
Service/Repair Relocation Discard

Decontamination performed by: _____

Chemical or disinfectant used: _____

Date of decontamination: _____

Location of equipment: _____

Lab telephone number: _____

Note: The following areas _____ of this equipment remain contaminated and a biohazard warning label has been attached near the contaminated area.

Additional forms are available through the Department of Environmental Health and Safety:
3102 Horsebarn Hill Road Unit 4097; 486-3613; fax 486-1106.

Chemical Safety (disposal and/or re-location) _____ This section is not applicable.

- Call EH&S for help in re-locating chemicals to a new laboratory. **Local movers are not allowed to move chemicals nor should researchers use personal vehicles.**
- For disposal of hazardous waste and unwanted chemicals, call EH&S. Place these chemicals in a safe and easy to find location for removal by the EH&S.
- Place unwanted laboratory glass in the discarded glass container.
- Remove all debris from fume hoods.
- Properly clean laboratory bench tops and fume hood surfaces.
- Remove any signage or placards from laboratory door(s).
- Notify EH&S 486-3613 if perchloric acid has been used in the fume hood.

Signature of Completion _____ Date _____

Compressed Gas Cylinders: Disposal _____ This section is not applicable.

- Remove regulators and replace the valve stem cap. Return gas cylinders to the supplying vendor. Contact EH&S for non-returnable cylinders.

Signature of Completion _____ Date _____

Compressed Gas Cylinders (including Liquid Nitrogen Cylinders): Relocating _____ N/A

- When laboratory moves require crossing a public road, compressed gas cylinders (**including Liquid Nitrogen Cylinders**) must be moved by the supplying vendor. Please call the appropriate vendor prior to the laboratory move to set-up day/time to move nitrogen cylinders.

Signature of Completion _____ Date _____

Liquid Nitrogen-lined Freezers _____ This section is not applicable.

- The vendors supplying liquid nitrogen recommend that liquid nitrogen-lined freezers be drained to a minimum level (to sustain freezing of cells) prior to relocating. Liquid nitrogen freezers are moved by the moving company, and should be scheduled for refill (ASAP) at the new location, by the supplying vendor.

Signature of Completion _____ Date _____