

For Internal Use- Initial and Route	BIO	
	CHEM	
	RAD	
	EHS FILE	

## Laboratory Clearance Form

The Laboratory Clearance form is designed to ensure that principal investigators/lab supervisors vacating laboratories leave them in a condition suitable for re-occupancy or renovation. Supervisory personnel must notify Environmental Health and Safety (EHS) in advance of all laboratory moves to ensure that biological, chemical, and radioactive materials and research equipment are removed properly. Upon completion and submission of this form, EHS will conduct a final inspection of the laboratory. **Re-occupancy or renovation is not allowed until the laboratory has been inspected and cleared by EHS.**

Principal Investigator/ Laboratory Manager	Building	Lab Number	Department	Email Address

### General

- |  |  |
|--|--|
| 1. Follow the <b>Surplus Procedures</b> to dispose of unwanted equipment and supplies.                   |  |
| 2. Clean fume hoods, benchtops, desks, permanent laboratory equipment, and other commonly used surfaces. |  |
| 3. Contact <b>EHS</b> to inactivate or transfer accounts in HuskySMS.                                    |  |
| 4. Place uncontaminated laboratory glass in glass waste containers.                                      |  |

### Biological Health and Safety

	YES	NA
1. Manage and package solid biomedical wastes (e.g., unwanted cultures (including those in ultra-low temperature storage), unwanted solid media, contaminated lab ware, etc.) in biohazard box-bag units and dispose of through <b>EHS</b> .		
2. Place sharps (including those no longer in original packaging) into sharps containers and dispose of the containers in biohazard box-bag units through <b>EHS</b> .		
3. Decontaminate liquid cultures by autoclave or chemical disinfectant prior to drain disposal.		
4. Decontaminate all work surfaces using freshly prepared 10% bleach solution or another suitable disinfectant.		
5. Professionally decontaminate biological safety cabinets prior to relocation. Schedule a re-certification at the new location. Contact <b>EHS</b> for further information.		
6. Decontaminate and <b>label</b> exterior surfaces of equipment (e.g., clean benches, centrifuges, incubators, water baths, refrigerators/freezers, etc.) prior to vacating the lab.		
7. Prior to relocation, drain liquid nitrogen freezers to the minimum level to sustain freezing of cells (per vendor recommendation). Schedule a refill of liquid nitrogen with the supplying vendor at the new location.		

Chemical Health and Safety	YES	NA
1. Label unwanted chemicals, samples, and wastes with hazardous waste stickers/tags and full chemical names and dispose of through <b>EHS</b> .		
2. Contact <b>EHS</b> prior to relocating chemicals to a new laboratory.		
3. Submit barcode numbers to <b>EHS</b> for unwanted or empty original chemical containers to comply with the <b>Laboratory Chemical Inventory Program</b> .		
4. Contact the onsite vendor to remove or relocate compressed gas cylinders (including liquid nitrogen).		
5. Contact <b>EHS</b> for disposal or relocation of controlled substances.		
6. Remove laboratory signage from cabinets, doors, and walls.		
7. Notify <b>EHS</b> if any fume hood was used for perchloric acid digestions.		
Radiation Safety	YES	NA
1. Contact the <b>Radiation Safety Officer</b> (RSO) to coordinate the transfer of radioactive material (RAM) or equipment containing radioactive sources.		
2. Contact the Radiation Safety Officer (RSO) to coordinate the transfer or disposal of X-ray producing equipment. <b>X-Ray equipment must not be disposed of, transferred, or moved prior to RSO approval.</b>		
3. Contact the <b>Laser Safety Officer</b> (LSO) to coordinate the transfer or disposal Class 3B or 4 lasers. <b>Lasers must not be disposed of, transferred, or moved prior to LSO approval.</b>		
4. Dispose of all RAM from the laboratory through Radiation Safety.		
5. Schedule a <i>Radiation Contamination Survey</i> with <b>Radiation Safety</b> to certify that any residual contamination is less than release standards. Radiation Safety must survey and clear all radioactive material designated equipment (e.g., refrigerators, freezers, liquid scintillation counters, etc.).		
6. Schedule a <i>Walk-through Survey</i> with Radiation Safety. Radiation Safety must remove all radioactive postings and labels.		
Confirmation		
Signature:	Date:	
Email the completed form to <a href="mailto:ehs@uconn.edu">ehs@uconn.edu</a>		