

Laboratory Clearance Form

Procedures for Vacating a Laboratory

Research Scientists vacating from or relocating within University of Connecticut (UConn) facilities are responsible for leaving laboratories in a condition suitable for re-occupancy or renovation. Environmental Health & Safety (EHS) must be notified in advance of all moves involving laboratory spaces and be involved in the process. Upon notification and completion of this form, EHS will conduct a final inspection of the laboratory spaces. No equipment can be left behind. Complete the ACT 39 form for surplus equipment.

Laboratory space **must not** be re-occupied and no renovation work started until the space has been inspected and cleared by EHS.

| Name of Researcher vacating / relocating | Building | Room No(s) Vacated | Dept. Contact |
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Radioactive Materials (RAM) - Section is not applicable

- RSO has been notified in advance to coordinate the transfer of RAM or equipment containing radioactive sources. Contact 860-486-3613.
- All RAM has been removed from the laboratory by Radiation Safety personnel.
- 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 by the RSO.
- All equipment including refrigerator, freezer, liquid scintillation counter, etc. have been cleared by the RSO.

X-ray Producing Equipment - Section is not applicable

- RSO has been notified in advance of the planned disposal or transfer of x-ray producing equipment. Contact 860-486-3613. Equipment must not be disposed, transferred, or moved prior to RSO approval.

Laser Equipment - Section is not applicable

- LSO has been notified in advance of the planned disposal or transfer of Class 3B or 4 lasers. Contact 860-486-3613. Lasers must not be disposed, transferred, or moved prior to LSO approval.

Biohazardous Materials - Section is not applicable

- All unwanted cultures and contaminated labware collected (sharps in sharps containers, non-sharps in autoclave bags), treated and packaged according to Biological waste procedures. Liquid cultures decontaminated by autoclave or chemical disinfectant prior to drain disposal.
- Unused, unwanted solid media incorporated into biological waste.
- Unused, unwanted sharps, no longer in original boxes, incorporated into biological waste in sharps containers.
- Decontaminate all work surfaces using freshly prepared 10% bleach solution or another suitable disinfectant.
- Professionally decontaminate biological safety cabinets before re-locating. Re-certification is required after relocation. Contact EHS 486-3613 for details.

- Exterior surfaces of equipment such as clean benches, centrifuges, incubators, water baths, refrigerators/freezers, etc. are decontaminated and labeled as decontaminated (see below), prior to relocating.

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| <p>This equipment's exterior and interior surfaces were decontaminated.</p> <p>This equipment is released for: (Circle one)</p> <p style="text-align: center;"> <input type="checkbox"/> Service/Repair <input type="checkbox"/> Relocation <input type="checkbox"/> Discard </p> <p>Decontamination performed by: _____</p> <p>Chemical or disinfectant used: _____</p> <p>Date of decontamination: _____</p> <p>Location of equipment: _____</p> <p>Lab telephone number: _____</p> <p>Note: The following components _____ of this equipment remain contaminated and a biohazard warning label has been attached near the contaminated components/ area.</p> |
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Chemical Safety (disposal and/or re-location) - Section is not applicable

- Call EHS for help in re-locating chemicals to a new laboratory at 860-486-3613. **Local movers are not allowed to move chemicals nor should researchers use personal vehicles. If this is a re-location to another building as part of a large project, funds may be available for the professional movers.**
- For disposal of hazardous waste and unwanted/surplus chemicals, place these chemicals in the Satellite Accumulation Area. Request a waste pick-up on line.
- Place unwanted laboratory glass in the waste lab glass container.
- Fume hoods must be clean and free from any residual experimental procedures.
- Properly clean laboratory bench tops and fume hood surfaces.
- Remove any signage or placards from laboratory door(s).
- Notify EHS 486-3613 if perchloric acid has been used in the fume hood.

Compressed Gas Cylinders: Disposal - Section is not applicable

- Remove regulators and replace the valve stem cap. Return gas cylinders to the supplying vendor. If non-returnable, contact Chemical Safety.
- For Air Gas cylinders, contact the On-site cylinder manager. (TBD)

Compressed Gas Cylinders (including Liquid Nitrogen Cylinders): Relocating - Section is not applicable

- 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 or On-site Air Gas cylinder manager prior to the laboratory move to set-up day/time to move nitrogen cylinders.

Liquid Nitrogen-lined Freezers - 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** _____

Return completed forms to EHS via email ehs@uconn.edu, FAX 6-1106, or Unit 4097