

Laboratory Equipment Release Checklist

In order comply with applicable federal and state regulations, laboratory equipment used with hazardous chemicals, biological agents or radioactive material must be decontaminated prior to servicing or being released for unrestricted use. Refer to the “Laboratory Equipment Release Procedure” on the Environment, Health & Safety (EH&S) website for more detailed information.

If the equipment (e.g., refrigerators, freezers, hoods, etc.) contains hazardous chemicals and/or biological agents, determine what can be disposed of (check for items, which might have significant chemical degradation). Process disposal paperwork and have chemical wastes removed by EH&S. Follow your department’s procedures for disposing of Regulated Medical Waste for biological/medical waste.

For Equipment Containing Hazardous Chemicals or Biological Agents	Done	N/A
1. Remove and properly store any hazardous chemicals to be saved. In some cases, material may not have to be removed for servicing if it will not come in direct contact with service providers.		
2. Equipment must be empty of all hazardous chemicals and biological materials. Chemical residues, stains, deposits, etc. on or in the equipment must be removed, neutralized, or otherwise rendered non-hazardous to human health or the environment using appropriate chemical and physical methods.		
3. The equipment may not contain any Select Agent(s) (neither organisms nor toxins or materials of biological origin), viable organisms that must be handled at a Biological Safety Level (BSL) of 3 or 4; or any toxins that have an LD 50 (oral) of <100 ug/kg. For a list of applicable materials see the CDC website or contact EH&S.		
4. Decontaminate all surfaces (internal and external surfaces, void spaces, etc.) of the equipment with appropriate decontaminating solutions (for biological agents, those known to kill the organisms that may be present and/or inactivate the hazardous substances of biological origin).		
5. If decontaminating agents may leave a corrosive or otherwise harmful residue, the surfaces must be rinsed clean of hazardous deposits.		
6. If gaseous disinfectant (e.g. formaldehyde) is used, appropriate precautions must be taken to prevent a release of the material that may cause adverse effects to humans or the environment.		
7. Hazard labels must be removed or defaced when the respective hazards have been removed from equipment.		
8. Affix a “ <i>Laboratory Equipment Release Certification</i> ” form to the exterior of the equipment in a prominent location and certify that the equipment poses no hazard to human health or the environment. If appropriate, indicate any restrictions that may apply (e.g. do not open refrigerator).		

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Additional Requirements for Servicing Equipment Containing Radioactive Materials	Done	N/A
1. If servicing equipment in the lab, move equipment to a low background radiation area.		
2. Survey equipment inside and out using both an appropriate survey meter and wipe survey.		
3. Verify that the wipe survey results show less than 3 (three) times background count rate.		
4. Verify that the survey meter survey results (taken at distance 0.5 cm) shows less than 3 (three) times background count rate.		
5. Remove radioactive material label(s) before sending for repair.		

Additional Requirements for Releasing Equipment Containing Radioactive Materials	Done	N/A
1. Survey equipment inside and out using both an appropriate survey meter and wipe survey.		
2. Verify that the wipe survey results show less than 3 (three) times background count rate.		
3. Verify that the survey meter survey results (taken at distance 0.5 cm) shows less than 3 (three) times background count rate.		
4. Remove radioactive material label(s)		
5. Contact EH&S Radiation Safety to formally survey and tag any item		

Call EH&S at 829-3301 if you have any questions or cannot clean items as described above.