



Laboratory Equipment Safety Clearance Form

This form shall be completed by the laboratory equipment transfer Requestor and emailed directly to EHS at ehs@uh.edu.

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

Requestor's Name: _____ Email: _____ Phone: _____
 Department: _____ Building: _____ Room #: _____
 Equipment Manufacturer: _____ Equipment Name (ex. Oven; Freezer): _____
 Model #: _____ Serial #: _____ UH ID Tag: _____
 PI/Shop Manager's name who owns the equipment: _____

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

- Radioactive Material(s)^a: _____
List Potential Radionuclide(s)
- Biological Agent(s)^b: _____
List Potential Agent(s)
- Chemical(s)^c: _____
List Potential Chemical(s)
- The equipment has **never** been used with radioactive materials, biological agents or chemicals^d.

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

- Radioactive Materials – A wipe test must be performed by EHS (713-743-5858).
 Wipe Test Performed by: _____ Date: _____
- General Cleaning^{b,e,f,g} – Wipe down equipment with an EPA approved detergent.
- Biological Agents – Spray equipment with 10% bleach solution and leave to soak for 15-20 minutes.
- Special Cleaning/Decontamination Instructions:

SECTION 3: Acknowledgement

Describe process and agents used to clean/decontaminate equipment:

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

Requestor Signature _____ Date _____

SECTION 4: EHS USE ONLY

- EHS concurs this equipment is ready to transfer or disposal based on the information provided in Section 2.

Printed Name (EHS Representative) _____ EHS Representative Signature _____ Date _____



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How to complete the form:

1. 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.
2. The REQUESTOR sends the Laboratory Equipment Safety Clearance Form to Environmental Health & Safety (EHS) at ehs@uh.edu.
3. EHS assesses the equipment, provides recommendations for cleaning and/or decontaminating the equipment in SECTION II, then returns the form to the REQUESTOR.
4. The REQUESTOR carries out the recommended actions specified in SECTION II, notes the processes and agents used, and signs the Acknowledgement in SECTION III.
5. EHS Representative conducts a follow-up check and if appropriate signs form and makes a copy of the records.

Footnotes for completing the form:

- a. Lasers and x-ray machines may not be released using this form. Contact EHS Radiation Safety for proper steps to dispose of or transfer these units.
- b. 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 EHS for assistance.
- c. If the equipment has been used with high hazard chemicals (e.g. mercury), EHS may require that the item be disposed of as regulated waste.
- d. 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 EHS prior to clearance.
- e. All associated lab supplies (tubes, vials, etc.) must be removed from the equipment prior to clearance.
- f. If the equipment contains oil, the oil must be drained and collected for disposal as regulated waste through EHS.
- g. If the equipment is a refrigerator or freezer, the unit must be unplugged, defrosted and wiped dry prior to clearance.