



## Laboratory Clearance Form Procedures for Vacating a Laboratory

For Internal Use Only Initial & Route	
Date/Time	EH&S
	Rad
	Chem
	Bio
	EH&S File
	FAC Man
	OLM

**PURPOSE:** To define procedural steps necessary for Laboratories to vacate occupied spaces, by either transferring to other UConn Health locations, closure and for re-occupancy and renovation activities.

### AFFECTED/IMPACTED PARTIES:

- Principal Investigator Responsibility or Laboratory Supervisor: Detail in table below:

Name of Researcher vacating / relocating	Building	Room No(s) Vacated	Cell Phone Contact Information

- Facility Management Responsibility: Primary contact for arranging moves, to ensure property is vacated in a manner that minimizes damage for in-bound occupants.
  - Facility Representative Name and contact: Operations Manager-Facilities, Joe Paradise (860) 679-2125 or [jparadise@uchc.edu](mailto:jparadise@uchc.edu)
- Environmental Health & Safety (EH&S): Primary contact for instruction on Chemical, Radiological or Biohazardous materials, and equipment/process involving said materials, either to be decommissioned, relocated or wasted.
  - EH&S Representative name and contact: Director of EH&S, Steven Jacobs (860) 679-2723 or [jacobs@uchc.edu](mailto:jacobs@uchc.edu)
  - Alternate Representative name and contact: Environmental Health & Safety Specialist, Robert Gottlieb (203) 317-1551 or [gottlieb@uchc.edu](mailto:gottlieb@uchc.edu)
- Office of Logistics Management (OLM): Complete the [LM-2](#) form for surplus equipment available on the [Office of Logistics Management's \(OLM\)](#) website.

### DIRECTIONS: (EH&S)

Please review each section applicable to your research and check either (N/A); or (Name) and (Time/Date) when the action item was performed. Each section and relevant action items must be signed off by an EH&S representative prior to receiving approval for final closure or relocation.

**Notes:** Laboratory space **must not** be cleaned by custodial staff, re-occupied or any renovation work initiated until the space has been inspected and cleared by EH&S.

*Both Facilities management and EH&S have been tasked with ensuring this process is adhered to prior to relocation or shutdown. This form must be filled out in entirety; the process adhered to and receive the proper approval. Failure to follow this Procedure, whereby UConn Health is impacted negatively in cost or environmentally; may potentially have legal ramifications for the impacted party.*

## EH&S Requirements for vacating or Decommissioning a Laboratory as Follows:

Chemical Safety - Section is not applicable <input type="checkbox"/>			
N/A	Time/Date	Name	Action Item Performed
			Called EH&S for guidance in re-locating chemicals to a new laboratory at 860-679-2723. <b>Local movers are not licensed/permitted to move chemicals and it is strictly forbidden for researchers to use personal vehicles. Contact EH&amp;S for guidance</b>
			Placed hazardous waste chemicals in their respective Satellite Accumulation Area (SAA), with Hazardous waste stickers or tags. <i>EH&amp;S will provide labels upon request and the waste pick-up form is available on-lin.</i> <a href="http://research.uchc.edu/rcs/ehs/">http://research.uchc.edu/rcs/ehs/</a>
			Have Excess Chemicals for re-distribution. <b>(Un-opened/Not expired)</b> then complete form found at our link & submit to EH&S at <a href="http://research.uchc.edu/rcs/ehs/">http://research.uchc.edu/rcs/ehs/</a>
			Placed unwanted clean/rinsed and label defaced laboratory glass in any sealed cardboard box, and write "Caution Broken Glass" on it, then discard in the regular trash. <b>Should the glass be bio-hazardous contaminated, discard in an OSHA approved sharps container and if chemically contaminated with non-removable residues or if held an acutely hazardous or P-Listed Chemical, such as Sodium Azide Powder or Osmium Tetroxide, then place in a sealed bag and label as hazardous waste-then place in SAA accordingly.</b>
			Fume hood decontaminated & clean and free from any residual experimental procedures.
			Properly cleaned laboratory bench tops so void of chemical residues & powders
			Returned EH&S signage and labels back to EH&S from laboratory door(s) and surfaces
			Notified EH&S if non-traditional hazardous reagents had been used in the laboratory (fume hood). <b>Example: Highly Acute or reactive materials</b>
Radioactive Safety - Section is not applicable <input type="checkbox"/>			
			RSO has been notified in advance to coordinate the transfer of RAM or equipment containing radioactive sources..
			All RAM has been removed from the laboratory by EH&S/Radiation Safety personnel.
			A <b>Radiation Contamination Survey</b> has been conducted by EH&S/RSO and any residual contamination is certified to be less than release standards.
			A <b>Walk-through Survey</b> has been performed and all postings labeled "radioactive" have been removed by EH&S/RSO.
			All equipment including refrigerator, freezer, liquid scintillation counter, etc. have been cleared by the EH&S/RSO.
X-ray Producing Equipment - Section is not applicable <input type="checkbox"/>			
			RSO has been notified in advance of the planned disposal or transfer of x-ray producing equipment. <b>Equipment must not be disposed, transferred, or moved prior to EH&amp;S/RSO approval.</b>
Laser Safety - Section is not applicable <input type="checkbox"/>			
N/A	Time/Date	Name	Action Item Performed
			RSO/LSO has been notified in advance of the planned disposal or transfer of Class 3B or 4 lasers. <b>Lasers must not be disposed, transferred, or moved prior to LSO approval.</b>

Bio-hazard Safety - Section is not applicable <input type="checkbox"/>			
N/A	Time/Date	Name	Action Item Performed
			All unwanted cultures and contaminated lab-ware collected. Sharps in OSHA approved sharps containers, non-sharps in Stericycle Biohazard box/bins containers, treated and packaged according to biological waste procedures.
			Unused, unwanted solid media incorporated into biological waste.
			Liquid cultures decontaminated by autoclave or chemical disinfectant prior to drain disposal.
			Collected used or unused, unwanted sharps, in OSHA approved sharps containers.
			Decontaminated all work surfaces using freshly prepared 10% bleach solution or another suitable disinfectant.
			Professionally decontaminated biological safety cabinets before re-locating. <b>Re-certification is required after relocation.</b>
			<b>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.</b>

**UConn**  
HEALTH

*Environmental Health & Safety*

*Inspected and Released this Equipment on \_\_\_\_\_*

Radioactive Material \_\_\_\_\_ Cleared

Chemical Contamination \_\_\_\_\_ Cleared

Biological Contamination \_\_\_\_\_ Cleared

Imbedded Hazard \_\_\_\_\_ Cleared

Investigator States No Hazard: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health & Safety Sign Off: \_\_\_\_\_ Date: \_\_\_\_\_

Compressed Gas Cylinders: Disposal - Section is not applicable <input type="checkbox"/>			
N/A	Time/Date	Name	Action Item Performed
			Removed regulators and replaced the valve stem cap. Return gas cylinders to the supplying vendor. If non-returnable, contact EH&S
			For Air Gas cylinders, contact the On-site cylinder manager. (Greg Trudeau)

**Signature of Completion:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return completed form to: EH&S, L5048, MC1540, Fax: 860-679-3826**