

LABORATORY RENOVATION/VACANCY CLEARANCE REPORT

Building and Room Number (s):

Work Area:

Please check the reason for clearance:

Lab Vacated

Moving/Removing equipment

Equipment Make: _____ Model: _____

Serial #: _____ UMB Tag #: _____

Basic Work Orders (painting, carpentry, etc.)

Upgrading/Adding equipment (installing utilities, etc.)

Which type of hazardous materials have been present?

Toxic chemicals (See instructions #1, 6, 7)

Biohazardous (See instructions #2-4, 6, 7)

Radioactive materials (See instructions #5-7)

Comments:

I hereby certify that all known biological, chemical and/or radiological hazards have been eliminated from the affected laboratory areas listed on this form. I further certify that all listed work areas have been properly decontaminated and cleaned and are ready for the entry of construction workers and/or movers.

Name of Responsible Individual

Signature of Responsible Individual

Telephone No. of Responsible Individual

Date

Name of Reviewer
Environmental Health and Safety

Signature of Reviewer

Date

* If you have any questions or need assistance, please contact EHS at 410.706.3490 or by fax at 410.706.8212. Thank you for your commitment to safety for the University.

Instructions for laboratory personnel

When renovation (construction) work is to be performed in an area which has contained hazardous chemicals, biological hazards and/or radioactive materials, the procedures below shall be followed. In addition, when permanently vacating a laboratory the procedures below shall be followed. This will help protect University employees and outside contractors from exposure to hazards. All clean-up procedures shall be performed utilizing appropriate personal protective equipment (PPE) for the task. Upon completion, contact the Occupational Safety Division (OS) at 410.706.3490 so that we may inspect the area and verify clearance has been completed. Please see reverse side, the "Clearance Report", which will be posted on affected laboratory doors prior to renovation or vacancy.

Chemical Hazards: Chemical containers must be moved and stored away from the area where renovation work is to be performed in the laboratory.

1. Wipe surfaces and equipment that have come in contact with toxic/hazardous chemicals with a warm solution of soap and water. This may include fumehoods (inside and out), bench tops, floors, refrigerators and sinks.

Biological Hazards: Any surface with which a microbiological hazard has come in contact must be decontaminated. Decontamination includes utilizing a solution of warm soap and water, then a solution of 1:10 household bleach (5.25% sodium hypochlorite or wescodyne). The principal investigator is responsible for verifying that sodium hypochlorite or wescodyne is the appropriate substance to inactivate the hazard. Biosafety cabinets (BSC's) shall be certified by an outside contractor upon installation in a new location, after service, and annually. Please contact EHS to determine proper BSC decontamination and salvage procedures.

2. Horizontal surfaces (floors, bench tops, etc.) and equipment (centrifuges, incubators, refrigerators/freezers, etc.) shall be decontaminated.

3. BSC's shall be formaldehyde gas decontaminated (inside and out) if relocating, servicing, interior components, or salvaging.

4. Sanitary drains must be flushed with bleach if they are to be disturbed.

Radioactive Materials:

5. Contact Radiation Safety at 410.706.6281 for proper closeout procedures. If vacating a laboratory a termination survey shall be performed. If renovating, then a facility closeout survey shall be performed.

All Hazards:

6. Chemicals no longer in use and/or chemical waste, all biological materials, biohazardous waste, sharps containers or unsecured sharps, radioactive materials and/or radioactive waste shall be removed from the laboratory. Contact the Waste Division for pick-up at 410.706.6281.

7. Caution door signs should be updated with new information upon vacating a laboratory and/or removing hazards. Contact OS at 410.706.3490 with any door sign changes. After equipment is decontaminated, remove or demarcate any hazard stickers.