LABORATORY EQUIPMENT DECONTAMINATION FORM

This form must be completed and attached to equipment that is to be salvaged, relocated or disposed of prior to removal from or abandonment of the area.

Manufacturer, Model#, Serial#  Inventory#  

To the best of my knowledge, the equipment described above:

☐ has never been used with radioactive materials, hazardous chemicals or biological agents*.

☐ the equipment has been used with the following materials:

☐ Radioactive material(s)**

Radionuclides(s)

☐ Hazardous chemical(s)***

Name High Risk chemical(s)

☐ Biological Agent(s)

Agent(s)

The above named equipment has been cleaned with (Describe process and agent used): _____

____________________________________________________________________________

________________________________________ , which is suitable for deactivating/removing the materials used with/in this equipment.

* Equipment must be cleaned with an appropriate cleaner contact 2-1781 for questions.
** Decontamination must be confirmed by wipe test.
*** See Safety Manual, Chapter 8, High Risk Chemicals.

Signature ___________________________ Date ___________________________

Printed Name ___________________________ Title ___________________________ Department ___________________________
HOW TO COMPLETE THE FORM

1. Notify Environmental Health & Safety - Biological & Chemical and/or Radiation Safety Programs at X21781 of any moves regarding chemical fume hoods or biological safety cabinets. (Tissue Hoods) This equipment is marked with a three digit OEHS ID# or HSS ID#.

2. Identify the equipment by providing the Manufacturer, Model #, Serial # and the UTMB Inventory #.

3. Check the appropriate box indicating whether or not the equipment has been used with radioactive materials, hazardous chemicals or biological materials.

4. If the equipment was not used with hazardous chemicals or biological and or radioactive materials, sign and date the form. Clean equipment with appropriate cleaner. Attach the completed form to the equipment. The equipment is then ready for transport.

5. If the equipment was used with the hazardous materials, indicate which type of material by marking the appropriate box. Remove all contents from equipment.

6. For usage with radioactive materials, list the radionuclide(s) used. The equipment must be wipe tested. The wipe tests can be done by EHS or performed by personnel from the lab and the wipes brought to the Radiation Safety Office for counting. EHS/Radiation Safety will inform the lab of the results. If the equipment is free of contamination, document on the form the date the clearance was given and the name of the EHS\Radiation Safety personnel issuing the clearance. Sign and date the form and attach to the equipment.

7. For usage with hazardous chemicals, list the name of the chemical(s) and clean with the appropriate compound. Document the cleanup date and the cleaning compound used. Sign and date the form and attach to the equipment.

8. For usage with biological agents, list the agent(s) used. Clean with a suitable disinfectant, document date and disinfectant used. Sign and date the form and attach to the equipment.

Contact Environmental Health and Safety at ext. 2-1781 for additional information or questions.