



## UVM Laboratory Clearance Procedure

Scope: These Laboratory Clearance Procedures need to be followed when *maintenance or renovation* work is to be performed in an area that has contained hazardous chemicals, biological agents and/or radioactive materials, and when a laboratory group is *vacating a laboratory*.

Purpose: To help protect University employees and contractors from exposure to laboratory hazards. All clean-up procedures need to be performed utilizing appropriate personal protective equipment for the task.

Procedure: Please complete the Laboratory Clearance Checklist and post it on affected laboratory doors prior to renovation or vacancy. Then, contact Environmental Safety at [esf@uvm.edu](mailto:esf@uvm.edu) for verification that clearance has been completed. Email [esf@uvm.edu](mailto:esf@uvm.edu) if you have any questions or need assistance.

**Please note this process can take time and must be scheduled in advance.**

### **Hazardous Waste Disposal** <<http://www.uvm.edu/~esf/wastedisposal/chemwaste.html>>

Chemical waste, outdated chemicals, biological waste, sharps containers or unsecured sharps, and/or radioactive waste are removed from the lab through UVM's waste disposal procedures. If you have more than 10 containers of chemical waste, contact the ESF for help in organizing tagging.

### **Chemical Hazards and Moving Chemicals**

Remove absorbent paper from bench tops and dispose of properly. Wipe all surfaces and equipment that have come in contact with toxic/hazardous chemicals with soap and water.

**This includes fume hoods (inside and out), bench tops, floors, refrigerators and sinks.**

Chemical containers should be moved and stored away from the area where renovation work is to be performed. Contact ESF to schedule transport whenever hazardous materials will be moved outside of the laboratory building to another building, ESF needs at least 2 weeks notice. Lab personnel using carts and secondary containment can accomplish chemical movement that remains within a building.

DO NOT MOVE HAZARDOUS MATERIALS IN YOUR PERSONAL VEHICLE!  
DO NOT RELY ON MOVING COMPANIES TO MOVE HAZARDOUS MATERIALS!

### **Biological Hazard Mitigation**

Decontaminate all surfaces and equipment (floors, bench tops, centrifuges, incubators, refrigerators, freezers, etc.) that have been in contact with a microbiological hazard using soap and water, then a solution of disinfectant (1:10 household bleach or wescodyne). The principal investigator is responsible for determining the appropriate substance to inactivate the agent.

**Biological Safety Cabinets (BSC) shall be decontaminated with formaldehyde gas (or other appropriate material) if relocating, servicing interior components, or salvaging.** BSC's shall be certified for proper containment by an outside contractor upon installation in a new location, after service, and annually. Please contact the ESF to arrange for BSC decontamination early, this may take 3-4 weeks to schedule. Protect the HEPA filters with cardboard or plastic during transport.

Sanitary drains should be flushed with bleach solution if they are to be disturbed.

### **Radioactive Materials**

Contact Radiation Safety at 656-2570 for proper closeout procedures. If vacating a laboratory a termination survey shall be performed. If renovating, then a facility closeout survey shall be performed.

### **Other Items**

Update or remove the Laboratory Caution and Emergency Contact door signs upon vacating a laboratory and/or removing hazards. Also update the Lab Inventory database at [http://www.uvm.edu/~esf/lab\\_inv/](http://www.uvm.edu/~esf/lab_inv/).

Contact Physical Plant to arrange for changes to equipment that is centrally monitored or alarmed.

After equipment is cleaned, remove or deface any hazard stickers.



# Laboratory Clearance Checklist

Building & Room # Work Area (for example: west bench):

Name of Responsible Lab Representative Phone # / email

- Please check the reason for laboratory clearance:
- Lab Vacated **\*All labs being vacated need Reviewer's signature.**
  - Moving/Removing large equipment (i.e.: Biosafety Cabinets, refrigerators.) Serial #: \_\_\_\_\_
  - Upgrading/Adding equipment (installing utilities, etc.)
  - Basic Work Orders (plumbing, painting, carpentry, etc.)

- Which hazardous materials have been present?
- Hazardous chemicals
  - Biohazardous agents
  - Radioactive materials

Compliance Activity	Lab Representative			Reviewer		
	YES	NO	N/A	YES	NO	N/A
Check each box						
All chemical, biological and radioactive wastes have been removed						
ESF or hazmat contractor has been scheduled to move hazardous materials if going outside building.						
Compressed gas cylinders have been removed. *Contact compressed gas vendor to move or remove cylinders.						
All special in-house equipment removed or secured.						
Drawers and cabinets are emptied, cleaned, wiped down						
Bench tops, surfaces and work areas have been cleaned.						
Chemical storage areas have been decontaminated and cleaned						
Fume hood(s) are decontaminated and clean						
Radiation Safety has surveyed and ensured decontamination of the laboratory						
General cleanliness & hygiene acceptable						
Other:						

I certify that the Laboratory Clearance Procedures been read and implemented in this work area and that the work area been gone over carefully with an eye towards any other possible hazards.

\_\_\_\_\_  
Signature of Responsible Lab Representative \_\_\_\_\_  
Date

I certify that I have reviewed the area referenced on this form and find the area to properly cleared, unless otherwise noted.

\_\_\_\_\_  
Name of ESF or COM Reviewer \_\_\_\_\_  
Signature of Reviewer \_\_\_\_\_  
Date