

## Laboratory/Equipment Decommissioning Program

Responsible Administrator: Industrial Hygiene

Reviewed: January 2024

**Summary:** This section outlines the policy and procedures related to the Laboratory/Equipment Decommissioning Program that is administered through the Environmental Health and Safety (EHS) Department.

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### 1. Program Description

This program provides procedures to persons who are responsible for, or oversight over a laboratory or laboratory equipment that is being commissioned. These responsible persons may be the Principal Investigators, Facility Managers/Directors, Laboratory Manager/Administrator, research staff, and other stakeholders. These responsible persons are tasked with the safe and proper decommissioning of a laboratory or laboratory equipment, which may include the transfer and/or disposal of hazardous materials. The program aims to provide a comprehensive roadmap for the decommissioning process. The procedures outlined in this program may be used wholly, or its use may be limited to applying the relevant sections as dictated by the project needs.

The goal of the program is to minimize the potential health and safety risk to:

- the public (movers, salvage equipment buyers, etc.) who may have direct contact with items being decommissioned;

- the environment;
- personnel involved with the renovation/demolition/construction;
- future users and occupants.

## 2. Scope

2.1. These procedures apply to persons who are responsible for, or oversight over a laboratory or laboratory equipment that is being commissioned when:

- Leaving the university and closing a laboratory
- Retiring and closing his/her laboratory
- Relocating his/her laboratory to a different building on campus
- Leaving the university but transferring responsibility of his/her laboratory to another researcher
- Disposing of laboratory equipment for salvage or waste
- Preparing laboratory equipment for repair, or transfer to a new owner

## 3. Definitions

Clearance Criteria- the set of rules/levels, based on regulations or best practice methodologies, which is referenced to determine when lab equipment/area has met the requirements for decommissioning.

Decommission – Action to remove an item, i.e., laboratory or laboratory equipment, from service. It is a process to ensure that the item meets EHS requirements for its next use and/or handling, as in the case of salvage or repair.

EHS Coordinator – EHS liaison assigned to individual schools.

EHS Subject Matter Expert (SME) – EHS staff who provides the knowledge and expertise in a EHS specific subject or technical area.

EHS Surveyor – EHS staff who performs the assessment, sample collection and testing, renders interpretation of analytical results and provides guidance on follow-up actions.

Responsible Person(s) – A person or persons designated to be responsible for, or to have oversight over a laboratory or laboratory equipment being decommissioned. Such person(s) can be the Principal Investigators, Facility Managers/Directors, Laboratory Manager/Administrator, research staff, and other stakeholders.

## 4. Responsibilities

- 4.1. The Responsible Person(s) is accountable for the proper disposition of all hazardous materials and decontamination of all affected items when a laboratory or laboratory equipment is decommissioned. All hazardous materials must be either moved, discarded, or responsibility transferred to another investigator. All clearance assessments and/or testing must be coordinated and overseen by the Responsible Person(s) or designee.
  
- 4.2. EHS is responsible for guiding the stakeholders on the safe and proper transfer and/or disposal of hazardous materials when decommissioning a laboratory and/or laboratory equipment. EHS may also provide clearance assessments and/or testing or provide guidance and direction on how to accomplish clearance assessments/testing. EHS provides final approval of the decommissioning effort.

## 5. Program Components

In the decommissioning process, there are typical steps performed to varying degrees:

- 1) Identify the item or area for decommissioning
- 2) Determine the scope of the project
- 3) Collect known data (how equipment was used, potential contaminants, history of lab use, presence of asbestos/lead etc.)
- 4) Review the data and determine the potential contaminants of concern
- 5) The Responsible Person(s) or designee coordinate\* or perform preparation activities for items slated for decommissioning. These activities include:
  - a. Decontamination/cleaning of lab equipment, work surfaces, etc.
  - b. Disposal of hazardous wastes
  - c. Removal of hazardous materials

*\*The Responsible Person(s) or designee may engage a qualified contractor to accomplish the preparation activities.*
- 6) Perform contaminant assessment and analysis (visual assessment, sampling and laboratory analysis, etc.)
- 7) Conduct hazard mitigation/remediation as warranted
- 8) Approve the completion of the decommissioning process (approval indicates that the clearance criteria have been met) and provide notice to proceed.

The following program components distill the steps into distinct categories. The categories provide the Responsible Person(s) with a roadmap for planning and executing a decommissioning project. Not all of the components are applicable to a project; rather, apply the program component that best meets the scope of the project. EHS is a resource for help in determining the components germane to the project.

The program components are:

### 5.1. Needs Analysis and Scoping

At this component of the decommissioning process, the Responsible Person(s) should identify and develop a scope of work, and identify the resources needed for the project. The EHS Coordinator, if there is one affiliated with the project area, is a valuable partner in identifying the appropriate EHS subject matter expert(s) who can provide insight to a project.

In cases involving lab equipment moves, disposal, or repairs, project scoping is simple and straightforward. When decommissioning is required due to any size construction work (which can range from flooring replacement to whole lab renovation), a thorough analysis of the needs and a comprehensive identification of the scope of the project are more critical. [Appendix A](#) Sample Checklist for Needs Analysis and Scoping contains a sample checklist of items to consider during a construction/ decommissioning project.

### 5.2. Risk Assessment and Characterization

This program component identifies the potential areas of concern by using known hazard data. The information is used to determine if there is a potential risk to the public (movers, salvage equipment buyers, etc.) through direct contact and/or environmental impact, to personnel involved with the renovation/demolition/construction, and/or future users and occupants. After the risk is assessed and characterized, clearance assessment and testing may be warranted, as well as the remediation/mitigation of found hazards.

#### 5.2.1 Decommissioning of Laboratory Equipment/Laboratory Area

All laboratory equipment and/or area is subject to clearance assessment/testing performed by an EHS Surveyor prior to moving, salvage, disposal, or repair. The assessment/testing request is initiated by submitting a "[Request for Equipment/Laboratory Clearance Testing and/or Decommissioning](#)" through the EHS website. The request may be submitted by the Responsible Person(s) or designee.

[Appendix B](#) Lab Equipment/Area Assessment/Clearance Testing Flowchart contains the flowchart that depicts the lab equipment/area assessment/clearance testing process. [Appendix C](#) Request for Lab Equipment/Area Testing and/or Decommissioning (Online Form) shows the "[Request for Equipment/Laboratory Clearance Testing and/or Decommissioning](#)" online form.

#### 5.2.2 Decommissioning of Laboratory Equipment/Laboratory Area Due to Construction

The process is more involved when decommissioning is required due to any size construction work (which can range from flooring replacement to whole lab renovation). The laboratory equipment/area is still subject to

section 5.2.1 of this program. Additional assessment and testing for other potential contaminants, such as asbestos and lead, may need to be performed. The Responsible Person(s) must confer with the appropriate EHS SME to determine scope and execution of the additional assessment.

### 5.3. Remediation/Mitigation

The remediation and/or mitigation of found hazards are performed to eliminate or reduce the health, safety, and environmental risks to the project stakeholders. The extent of the remediation/mitigation is based on the scope of the project. The clearance criteria are defined by the EHS SME based on regulatory requirements or best practice methodologies.

In the case of laboratory equipment, the process requires that the items are decontaminated by the users or their designee prior to the arrival of the EHS Surveyor. The Responsible Person(s) must ensure that the process is followed. The EHS Surveyor and/or SME will determine the efficacy of the decontamination process through the clearance assessment/testing.

When a project involves construction, the remediation/mitigation may involve a larger scope of work. Lab equipment and other mobile items are still subject to the remediation/mitigation mentioned above.

Unwanted hazardous materials may not be left in the laboratory, discarded in the regular trash, nor poured down the drain. Detailed disposal information is available on the EHS website.

Additionally, professional services (such as hazardous materials abatement contractors) may be required, especially in cases involving regulated materials (such as asbestos, lead, silica, hazardous wastes, etc.) The Responsible Person(s) should work with EHS staff to create the remediation/mitigation plan.

### 5.4. Verification

Documents related to assessment/testing and/or remediation/mitigation are collated by the Responsible Person(s) or designee and are submitted to EHS. The documents provide verification that all required actions for decommissioning have met the clearance criteria.

Subsequently, a clearance tag will be issued by EHS to the Responsible Person(s) to signify that the subject item(s) is/are decommissioned. The clearance tag(s) should be affixed to all related items by the Responsible Person(s). UCI staff (Facilities Management generally) are trained to recognize and identify the tag(s) prior to committing their work action(s). [Appendix D](#) EHS Clearance Tag shows an example of an EHS clearance tag.

## 6. Special Procedures

### 6.1. Fume Hoods

Requests to decommission a fume hood will vary in scope so it is very important to perform a thorough needs-analysis of the request. Some examples of work involving fume hood decommissioning are:

Change the light bulb associated with the fume hood- the location of the light bulb access should be determined. Light bulb access located outside the fume hood may not require a request for clearance assessment/testing. Conversely, light bulb access located inside the fume hood would require clearance assessment/testing.

Repair and/or replacement of the fume hood sash and the associated components- will require lab equipment clearance assessment/testing.

Repair and/or replacement of plumbing lines, associated ductwork, sash stops, and other fume hood components- may or may not require equipment clearance assessment/testing depending on the scope of work. EHS should be consulted to determine the best course of action or submit a request for assessment/testing regardless.

In all cases, fume hood users must cease all work/experiments inside the fume hood until the repairs are completed.

Immediately following the equipment clearance assessment/testing, the EHS Surveyor shall affix a tamper proof tape on the sash-airfoil interface to prevent the use of the fume hood until the repairs are completed.

### 6.2. Biosafety Cabinets

Requests to decommission a biosafety cabinet will vary in scope so it is very important to perform a thorough needs-analysis of the request. Some examples of work involving biosafety cabinet decommissioning are:

Moving the biosafety cabinet- biosafety cabinets moving within the campus may be decontaminated by the user. The decontaminant may either be 10% bleach solution or 70% ethanol solution; the appropriate contact time for the solution must be observed. The user may also opt to use an NSF 49-certified contractor/vendor to perform the decontamination. In either case, EHS must be apprised of the process so that tamper proof tape can be affixed to the unit after the decontamination procedure. Biosafety cabinets leaving the campus must be decontaminated by an NSF 49-certified contractor/vendor. In this instance, the decontamination certificate issued by the contractor/vendor shall be provided to EHS. EHS will issue a clearance tag after receipt of the decontamination certificate.

Repair and/or replacement of plumbing lines, associated ductwork- may or may not require equipment clearance assessment/testing depending on the scope of work. EHS should be consulted to determine the best course of action, or the user may submit a request for assessment/testing regardless.

Change the light bulb, sash stops, repair of the biosafety cabinet sash and other components associated with the biosafety cabinet- any work with biosafety cabinets of similar scope must be performed by an NSF 49-certified contractor/vendor. Clearance assessment/testing will depend on the request from the certified contractor.

In all cases, biosafety cabinet users must cease all work/experiments inside the biosafety cabinet until the work completed.

Immediately following the equipment clearance assessment/testing, the EHS Surveyor shall affix a tamper proof tape on the sash-airfoil/work surface interface to prevent the use of the biosafety cabinet until the work is completed.

### 6.3 Tamper proof tape

Tamper proof tape is affixed to the sash-airfoil/work surface interface to prevent the use of the fume hood/biosafety cabinet after the EHS surveyor assessment or any decontamination procedure. Removal or tampering with the tape will immediately negate any previous decontamination efforts and render any clearance approval null and void. Such action will result in an obligation to repeat all previous assessment/decontamination procedures.

## 7. Reporting Requirements

There are instances in the written program above that indicate or imply requirements for reporting.

## 8. References and Appendices

[Appendix A](#)- Sample Checklist for Needs Analysis and Scoping

[Appendix B](#)- Lab Equipment/Area Assessment/Clearance Testing Flowchart

[Appendix C](#)- Request for Lab Equipment/Area Testing and/or Decommissioning (Online Form)

[Appendix D](#)- EHS Clearance Tag

ANSI/AIHA Z9.11-2008 American National Standard for Laboratory Decommissioning

# APPENDIX A

## Sample Checklist for Needs Analysis and Scoping

### Needs Analysis and Scoping Checklist

| ITEM   | ITEM DESCRIPTION  | NOTES                          | DATE COMPLETED |
|--|---|--------------------------------|----------------|
| Designate a Responsible Person(s)                  | A person or persons designated to be responsible for, or to have oversight over a laboratory or laboratory equipment being decommissioned. Such person(s) can be the Principal Investigators, Facility Managers/Directors, Laboratory Manager/Administrator, research staff, and other stakeholders. The Responsible Person(s) or designee coordinate* or perform preparation activities for items slated for decommissioning. These activities include: <ol style="list-style-type: none"> <li>1) Decontamination/cleaning of lab equipment, work surfaces, etc</li> <li>2) Disposal of hazardous wastes</li> <li>3) Removal of hazardous materials</li> </ol> <i>*The Responsible Person(s) or designee may engage a qualified contractor to accomplish the preparation activities.</i> | Name of Responsible Person(s): |                |
| Determine the Scope of the Project                 | Determine if the project involves: relocation, renovation, localized construction (demolishing one wall, changing flooring, etc)  |                                |                |
| Collect known data                                 | Collect information on how equipment was used, potential contaminants, history of lab use, presence of asbestos/lead etc.   |                                |                |
| Perform contaminant assessment and analysis        | Visual assessment, sampling and laboratory analysis, etc. are coordinated with the appropriate department.  |                                |                |
| Conduct hazard mitigation/remediation as warranted | Hazard abatement, decontamination procedures, etc are performed as applicable.  |                                |                |

Instructions: Upon notice that a lab will be decommissioned, all items outlined below must be completed by the affected user. Please contact the Responsible Person(s) to set-up an initial walkthrough to review the checklist and discuss action items. Regular check-ins will be scheduled through completion.

#### IMMEDIATE ACTIONS



| ITEM                                   | TASK DESCRIPTION   | NOTES  | DATE COMPLETED |
|--|--|--|----------------|
| Stop Access and Usage of Lab Equipment | Discontinue use of equipment to prepare for sanitization & decommission of the lab. This includes environmental rooms, incubators, Biological Safety Cabinets (BSC), chemical fume hoods, etc.   | Confirm an end use Date, Responsible Person(s) to hang signage.                                  |                |
| Discontinue Services/Deliveries        | Discontinue services such as water delivery, compressed gas cylinders, etc. and arrange for a final pick-up of containers.   | Confirm cancel dates with Responsible Person(s)  |                |
| Disconnect Lab Phone                   | Contact OIT - <a href="https://www.oit.uci.edu/services/communication-collaboration/telephone/telephone-service-request/">https://www.oit.uci.edu/services/communication-collaboration/telephone/telephone-service-request/</a>  |  |                |
| Request Trash & Recycle Bins           | Contact Responsible Person(s) to assist with the work order request to campus FM.  |  |                |
| <b>EHS DISPOSAL ITEMS</b>              |  |  |                |
| Chemical Wastes                        | Arrange for possible disposal of chemical wastes. Contact EH&S.  | <a href="#">EH&amp;S Text a Pick-up</a>  |                |
| Refrigerator/Freezer Samples           | All refrigerators/freezers must be emptied of its contents; the contents must be disposed of using the appropriate methods. Contact EH&S for guidance.   | <a href="#">EH&amp;S Text a Pick-up</a>  |                |
| Sharps Containers                      | All sharps waste containers must be sealed. Arrange for proper disposal through EH&S.  | <a href="#">EH&amp;S Text a Pick-up</a>  |                |
| Solid Biohazardous Waste Containers    | All solid biohazardous waste containers must be properly disposed of through EH&S.   | <a href="#">EH&amp;S Text a Pick-up</a>  |                |
| Broken Glass Containers                | All broken glass containers must be disposed of correctly. Clean broken glass may be placed in a rigid box; arrange for disposal through Facilities Management. <a href="#">Potentially contaminated broken glass must be placed in the appropriate repository for disposal through EH&amp;S.</a>  | <a href="#">Facilities Management</a><br><a href="#">EH&amp;S Text a Pick-up</a>                 |                |
| <b>LABORATORY EQUIPMENT</b>            |  |  |                |
| Biological Safety Cabinet (BSC)        | Requests to decommission a biosafety cabinet will vary in scope so it is very important to perform a thorough needs-analysis of the request. In all cases, biosafety cabinet users must cease all work/experiments inside the biosafety cabinet until the work completed. Confer with EH&S regarding decontamination requirements.<br>Immediately following the equipment clearance assessment/testing, the EH&S Surveyor shall affix a tamper proof tape on the sash- | Submit an <a href="#">EHS Request for Equipment/Laboratory Clearance Testing/Decommissioning</a> |                |

|                        |   |  |  |
|------------------------|---|--|--|
|                        | airfoil/work surface interface to prevent the use of the biosafety cabinet until the work is completed.   |  |  |
| Chemical Fume Hoods    | Requests to decommission a fume hood will vary in scope so it is very important to perform a thorough needs-analysis of the request. In all cases, fume hood users must cease all work/experiments inside the fume hood until the work completed. Confer with EH&S regarding decontamination requirements.<br>Immediately following the equipment clearance assessment/testing, the EH&S Surveyor shall affix a tamper proof tape on the sash-airfoil/work surface interface to prevent the use of the fume hood until the work is completed.   | Submit an <a href="#">EHS Request for Equipment/Laboratory Clearance Testing/Decommissioning</a> |  |
| Refrigerators/Freezers | All refrigerators and freezers must be unplugged and defrosted. Absorbent pads must be used to minimize water puddles. Defrost process must be continually monitored to avoid water damage/water intrusion event. Refrigerators and freezers must be disinfected with an approved disinfectant (typically, freshly-prepared 10% bleach solution, or 70% ethanol).<br>After defrosting and decontamination, submit an EH&S clearance request.  | Submit an <a href="#">EHS Request for Equipment/Laboratory Clearance Testing/Decommissioning</a> |  |
| <b>E-WASTE</b>         |   |  |  |
| All E-Wastes           | E-waste MUST NOT be discarded in the regular trash. ALL E-Waste must be arranged for disposal or removal from the space. Contact the Responsible Person(s) with any questions about data or computing equipment.<br>Peter's Exchange can be utilized for E-Waste FREE Pick-Up. Label all items for Peter's Exchange and fill out Peter's Exchange Pick-Up Form.<br>Label all E-waste as "Universal Waste - CRT" or "Universal Waste – Electronic Waste" and include the date when the waste was first generated. E-Waste must be transferred to Equipment Management - Peter's Exchange for recycling within 9 months of being generated. |  |  |
| <b>PERSONAL ITEMS</b>  |   |  |  |
| All Personal Items     | Lab personnel must remove all personal items, and observe the appropriate document hygiene (shredding, archiving, etc). Contact the Responsible Person(s) for guidance.<br>All items that will be KEPT, should be boxed and labeled accordingly.  |  |  |

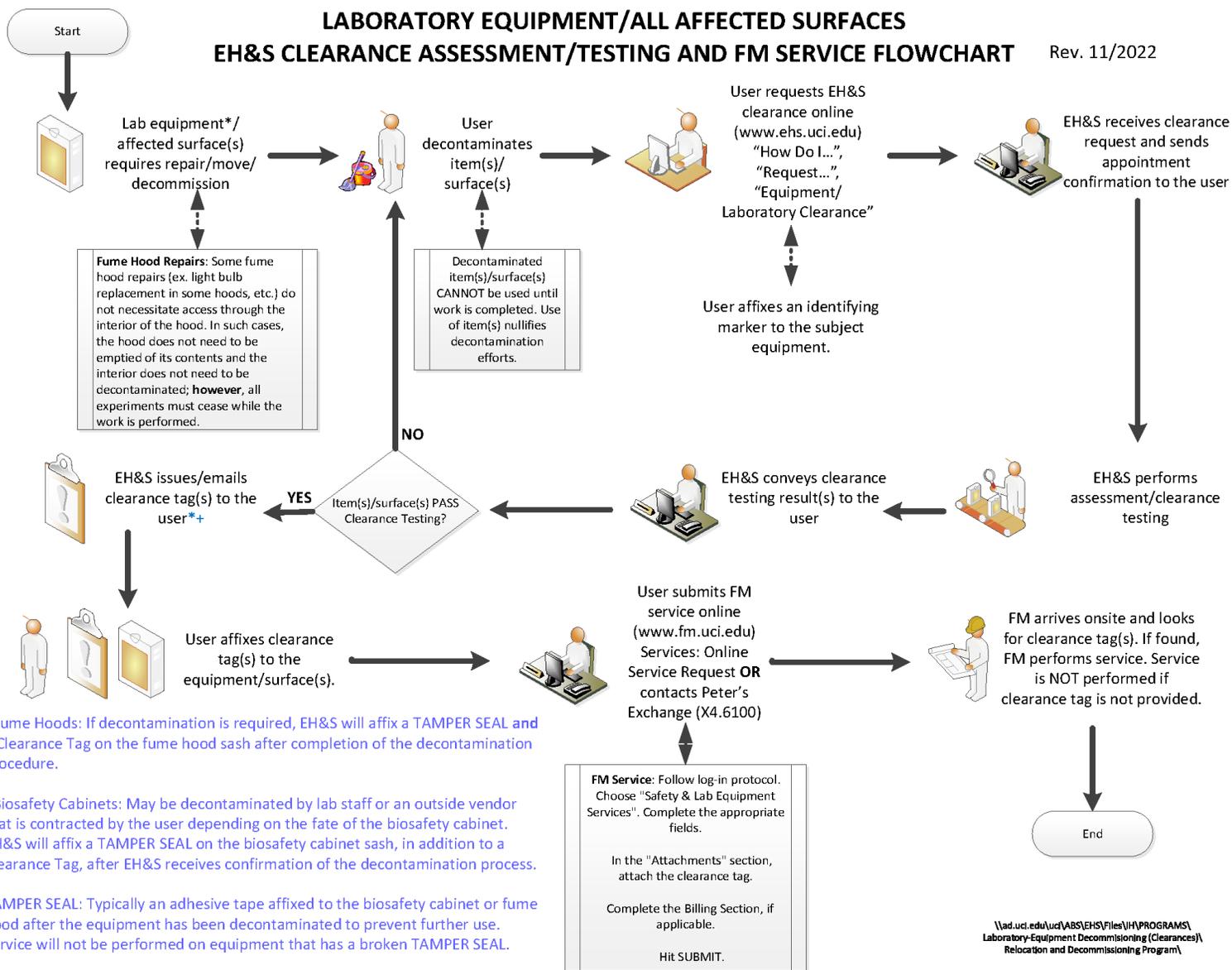
| RADIOACTIVE EQUIPMENT AND MATERIALS               |  |   |  |
|---|--|---|--|
| All Radioactive Equipment                         | All radioactive equipment must be properly cleaned by the user. Contact the EH&S Radiation Safety at radwaste@uci.edu to begin the clearance process. This must be done if the equipment is moving or no longer needed.  |   |  |
| All Radioactive Materials and Wastes              | All radioactive waste must be picked-up by RAD. Fill out the pick-up request form. Contact EH&S with any questions.  | Submit an <a href="#">EH&amp;S Radioactive Waste Disposal Request</a> |  |
| RECYCLING   |  |   |  |
| All Recyclable Items                              | All recyclable waste inside the lab must be disposed of in a recycle bin accordingly. Request assistance from the Responsible Person(s) as needed.<br>Be sure all items are clean and dry & all cardboard boxes have been flattened.                             |   |  |
| SURPLUS EQUIPMENT/FURNITURE/OTHER ITEMS           |  |   |  |
| ALL surplus equipment, furniture, and other items | ALL surplus equipment, furniture, and other items must be arranged for disposal or removal from the space. Peter's Exchange can be utilized for surplus & E-Waste FREE Pick-Up. Label all items for Peter's Exchange and fill out Peter's Exchange Pick-Up Form. | <a href="#">Peter's Exchange</a>                                      |  |
| TRASH   |  |   |  |
| Glassware   | Place glassware in a cardboard box and place in the trash. Consult with Peter's exchange regarding usable glassware.   |   |  |
| FINAL STEPS                                       |  |   |  |
| Disinfect All Surfaces                            | A final disinfectant wipedown of all lab surfaces including benchtops, countertops, faucets, sinks and shelves must be completed. Use an approved disinfectant (typically, freshly-prepared 10% bleach solution, or 70% ethanol).                                |   |  |
| Notify the Responsible Person(s) of Completion    | Notify the Responsible Person(s) of after completing the tasks for a final walkthrough of the area.  |   |  |

# APPENDIX B

## Lab Equipment/Area Assessment/Clearance Testing Process (Flowchart)

# LABORATORY EQUIPMENT/ALL AFFECTED SURFACES EH&S CLEARANCE ASSESSMENT/TESTING AND FM SERVICE FLOWCHART

Rev. 11/2022



\*Fume Hoods: If decontamination is required, EH&S will affix a TAMPER SEAL and a Clearance Tag on the fume hood sash after completion of the decontamination procedure.

\*Biosafety Cabinets: May be decontaminated by lab staff or an outside vendor that is contracted by the user depending on the fate of the biosafety cabinet. EH&S will affix a TAMPER SEAL on the biosafety cabinet sash, in addition to a Clearance Tag, after EH&S receives confirmation of the decontamination process.

TAMPER SEAL: Typically an adhesive tape affixed to the biosafety cabinet or fume hood after the equipment has been decontaminated to prevent further use. Service will not be performed on equipment that has a broken TAMPER SEAL.

\\ad.uci.edu\ud\ABS\EHS\Files\H\PROGRAMS\ Laboratory-Equipment Decommissioning (Clearances)\ Relocation and Decommissioning Program\

# APPENDIX C

## Request for Equipment/Laboratory Clearance Testing and/or Decommissioning (Online Form)

## Request for Equipment/Laboratory Clearance Testing/Decommissioning

The purpose of the clearance testing/decommissioning procedures is to minimize the potential health and safety risk to:

- the public (movers, salvage equipment buyers, etc.) who may have direct contact with items being decommissioned;
- the environment;
- personnel involved with the renovation/demolition/construction;
- future users and occupants.

Prior to clearance testing, all accessible surfaces must be free of contamination. If biological agents have been in contact with the equipment and/or surface(s), disinfect with a suitable disinfectant (e.g., a 10% bleach solution freshly made). If radioactive materials are or have been used, decontaminate the surface/item or contact the RSD at EH&S. Contact EH&S if you need additional information about proper disinfection procedures.

**Date \***

**Clearance Needed By \***  
Please allow a minimum of 48 hours for a response.

**Requester \***

**Email \***

**Phone \***

**Principal Investigator \***

**Department \***

**Building \***

**Room(s) \***

**Clearance Type \***  
 Whole Lab Clearance/Decommissioning  Equipment Clearance

**Purpose of Clearance \***

**Please individually list the equipment needing clearance and its associated identifier (such as serial number, UCI Property Number, etc. Limit of FIVE entries - see below if more) \***

Check if applicable  
 If the number of equipment exceeds the available field above, please upload a list containing all the requested information (as above) in the 'File Upload' section below.

**Biological / Chemical / Radioactive Material Status**  
All applicable statements must be checked "Yes", or if the statement is not applicable, check "N/A".

**I/We removed all cultures and stocks of microorganisms and regulated medical waste from the premises. \***  
 Yes  N/A

**Radioactive materials were used with this equipment, or in the lab. \***  
 Yes  N/A

**The area/item(s) is/are free from radiation contamination. \***  
 Yes  N/A

I/We cleaned, drained and decontaminated contamination-prone equipment (refrigerators, centrifuges, water baths, GC, HPLC, incubators etc.) that will be removed from the laboratory. \*

Yes  N/A

I/We removed chemicals requiring disposal as hazardous waste. \*

Yes  N/A

I/We guarantee that all benches have been cleaned and decontaminated. \*

Yes  N/A

I/We guarantee that the fume hood has been cleaned and decontaminated. \*

Yes  N/A

#### Biosafety Cabinet Clearance Request

Please choose ONE of the following options:

This option does NOT require decontamination by an NSF 49-certified contractor/vendor. Nonetheless, cleaning and decontamination must still be performed.

Relocation and Reuse within UCI campus grounds

This option REQUIRES decontamination by an NSF 49-certified contractor/vendor.

Salvage or Disposal

#### File Upload

Drag and drop files here or [browse files](#)

#### Comments or Additional Information for EH&S

Please notify EH&S of possible contamination in drain systems, vacuum and similar closed systems that may contain hazardous materials.

I hereby affirm that the information given is true and correct to the best of my knowledge and belief. \*

Send me a copy of my responses

Submit

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# APPENDIX D

## EHS Clearance Tag

**EH&S SITE VISIT NOTIFICATION AND  
CLEARANCE APPROVAL  
Industrial Hygiene Section**

Site Location/ID: \_\_\_\_\_

**Purpose of Visit:**

- Inspection/Assessment
- Air Monitoring/Sampling
- Equipment Clearance (*List Equipment Name and ID*)
- Other

**Assessment Result:**

- PASS**       **FAIL**

*For Laboratory/Equipment Clearances-*  
Cleared for:

- pH
- Perchlorates
- Biohazards
- Peroxides
- Radiologicals
- Other: \_\_\_\_\_

**Narrative/Required Action(s):**

- OK to proceed with work or move.  
\*NOTE: clearance approval expires 30 calendar days from date of issue.
- Wear appropriate personal protective equipment when performing work.
- Problem reported; use may continue.
- Problem reported.
- \_\_\_\_\_

Date\*: \_\_\_\_\_ Time: \_\_\_\_\_  
EH&S Personnel: \_\_\_\_\_  
Contact Information: \_\_\_\_\_

**EH&S Industrial Hygiene Approval**