CLEARANCE OF LABORATORIES AND EQUIPMENT

Principal Investigators vacating or moving to a different location are responsible for leaving their vacated labs ready for re-occupancy or renovation. In order to facilitate this process, EH&S has established a checklist for the Principal Investigator or the department to use in preparing a laboratory to be "Cleared by EH&S". This also applies to equipment that will be moved or discarded.

The PI's Department is responsible for ensuring that all Principal Investigators follow these guidelines to ensure laboratory clearance by EH&S. The Departments are ultimately responsible for the removal of hazards and clearance of laboratory space and equipment.

Facilities, Housekeeping and Outside Contractors must not work in laboratories that have not been cleared by EH&S.

- Laboratories that have been cleared will have a dated “Cleared by EH&S” tape on the door of the laboratory.
- Cleared laboratory equipment will have a dated “Cleared by EH&S” tape on the piece of equipment.
- If clearance of either laboratory or equipment is in question, contact EH&S to determine if EH&S has cleared that particular space or piece of equipment.

Note: The dated tape signifies clearance of the equipment and/or laboratory prior to any removal, moving or reoccupation of space. If the cleared equipment is used and/or the cleared laboratory reoccupied prior to any removal, moving, or renovation, clearance by Safety is rendered void.

CLEARANCE OF LABORATORIES AND EQUIPMENT INSTRUCTIONS ON-LINE

- The PI, administrator or responsible person must complete the Checklist for Laboratory and/or Equipment Clearance.
- Once all items on the checklist are complete, fill out the Clearance Request Form.
- Clearance request form is automatically submitted to EH&S.