Laboratory Clearance Checklist

The following checklist was developed to aid the faculty, administrators, and staff in preparing a laboratory for safety clearance. This will help expedite the process allowing work to proceed in the laboratory. Once all items have been completed, submit the Clearance Request Form via the EH&S website. See the Laboratory and Laboratory Equipment Clearance Policy, EHS-POL-2018-008, for more information.

- Remove all laboratory equipment and supplies from cabinets and draws and transfer to other laboratories, recycle or discard as medical waste.
- Transfer any unused chemicals to other laboratories that may want these materials.
- Collect all hazardous chemicals, hazardous waste, radioactive material, radioactive waste from refrigerators, freezers, cabinets, draws and common areas.
- Consolidate all hazardous chemicals and hazardous waste and label each of them with a “HAZARDOUS W ASTE” label. **Do not mix chemical, radioactive or medical waste.**
- Submit a “Hazardous Waste Pick-up” form to EH&S for a waste pickup.
- Have all radioactive material and radioactive waste labeled with a “Radioactive Waste Ticket.”
- Submit request using iLab.
- Acids and bases with a pH of between 5 and 9 may be disposed down the sink with copious amounts of water if they **do not contain any hazardous materials.**
- Discard low activity radioactive material in the sink according to the “Sink Disposal Requirements.”
- Transfer laboratory supplies to another lab or discard as medical waste in a red waste container.
- Broken glass should be discarded in a broken glass Container.
- Rinse all empty bottles three times, deface and dispose in ordinary trash.
- Gather up all sharps and place in a Sharps Container. Full sharps containers may be sealed and discarded in the medical waste containers as medical waste.
- Defrost and empty all refrigerators and freezers. Wipe up all standing water in units.
- Empty and drain all incubators and wipe down with disinfectant.
- Autoclave all potentially infectious agents in an orange bag before disposal as medical waste.
- All biological samples in formalin or formaldehyde must be removed and discarded as medical waste. The formalin and formaldehyde must be collected, labeled and removed by EH&S.
- If radioactive material was used in the laboratory, conduct a wipe test of the laboratory and document the results to show the radiation safety officer.
- If contamination was found, decontaminate the affected areas and conduct a wipe test to confirm.
- Wipe down laboratory work surfaces, hoods, centrifuges and balances with a solution of soap and water or a disinfectant such as 70% ethanol or 10% Clorox.

**Note:** All waste pick-up forms and guidelines may be obtained through this Department.