Equipment Clearance Checklist

Preparing Equipment for Safety Clearance

There are specific steps to follow in order for equipment to be cleared by the Department of Environmental Health and Safety. The following check list was developed to aid the faculty, administrators and staff in preparing equipment for safety clearance. Once equipment is ready for clearance submit the Clearance Request Form via the EH&S website.

Check List for Preparing Equipment for Safety Clearance

Refrigerator/Freezer
- Remove EVERYTHING from the refrigerator/freezer. It must be completely empty for EH&S to clear the unit.
- Remove any standing water and wipe down with disinfectant.
- If the unit contained radioactive material, conduct a wipe test of the unit and survey with a Geiger counter. Document results of the survey to show the Radiation Safety Officer.
- Remove or deface radioactive signs if applicable.
- If unit is to be discarded, remove unit from the Einstein inventory and place a work order with Engineering to remove the refrigerator once EH&S has cleared the unit.

Incubators
- Remove EVERYTHING from the incubator. It must be completely empty for EH&S to clear the unit.
- Drain the unit of all standing water, including water inside the jacket. Units with water will not be cleared.
- If the incubator was used in research involving radioactive material, conduct a wipe test on the centrifuge both inside and outside to check for contamination. Document the results for the Radiation Safety Officer.
- Wipe it down with disinfectant.
- If unit is to be discarded, remove unit from the Einstein inventory.

Centrifuge
- Remove any tube/containers from the unit.
- Clean centrifuge with a soap and water or a disinfectant and dry completely.
- If the centrifuge was used in research involving radioactive material, survey the centrifuge with a Geiger counter.
- If the centrifuge was used in research involving radioactive material, conduct a wipe test on the centrifuge both inside and outside to check for contamination. Document the results for the Radiation Safety Officer.
- Remove or deface any radioactive material signs.
- If unit is to be discarded, remove unit from the Einstein inventory.

Fume Hood
- Remove EVERYTHING from the fume hood. It must be completely empty for EH&S to clear the unit.
- If the fume hood was used with radioactive material, conduct a wipe test to check for contamination. Document the results of the survey to show the Radiation Safety Officer.

Biological Safety Cabinets
- Remove EVERYTHING from the Biosafety cabinet. It must be completely empty for EH&S to clear the unit.
- If the Biosafety cabinet was used with radioactive material, conduct a wipe test to check for contamination. Document the results of the survey to show the Radiation Safety Officer.
- If the hood was used for infectious agents or to be discarded, it must be decontaminated by our outside vendor TSS (866) 536-5656 and a copy of the receipt supplied to EH&S.