Equipment Clearance Checklist

There are specific steps to follow in order for equipment to be cleared by EH&S. The following checklist was developed to aid the faculty, administrators and staff in preparing equipment for safety clearance. See Laboratory Equipment Clearance Policy, EHS-POL-2018-008, for more information.

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.
- Remove or deface radioactive signs if applicable.

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 of the survey. Wipe it down with disinfectant.

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 of the survey.
- Remove or deface any radioactive material signs.

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.

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.
- If it was used with infectious agents, it will need to be disinfected.