

LABORATORY RENOVATION/VACANCY CLEARANCE REPORT

University of Maryland Baltimore

Instructions and Form

All laboratory areas which may have contained or been exposed to chemical, biological, or radioactive hazards must first be decontaminated before any renovation/construction work or relocation is to be performed and after a laboratory has been vacated by a principal investigator. It is the responsibility of the principal investigator to ensure that all areas have been decontaminated by personnel using the appropriate PPE and that the health and safety of the University's students, staff, and outside contractors are protected.

Upon completion of decontamination, please fill out the form below in its entirety. Fax a signed copy to (410)706-8212 and post the copy in the location to be inspected or on the equipment to be cleared. Contact EHS at (410)706-7055 to verify receipt and to arrange for inspection.

Horizontal surfaces (floors, bench tops, etc.) and **equipment** (centrifuges, incubators, refrigerators/freezers, etc.) must be decontaminated and cleared of any hazards, such as chemical bottles, biohazardous waste boxes and debris. If any potentially hazardous materials have spilled or splashed on these areas, they must be decontaminated as indicated below according to their hazard.

Chemical Hazards: Chemical containers must be moved and stored away from the area where renovation work is to be performed in the laboratory. Wipe surfaces and equipment that have come in contact with toxic/hazardous chemicals with a warm solution of soap and water. This may include fumehoods (inside and out), bench tops, floors, refrigerators and sinks.

Biological Hazards: Any surface with which a biological hazard has come into contact must be decontaminated using a 1:10 dilution of household bleach in water (5.25% sodium hypochlorite) or Wescodyne, left on the surface for 15 minutes, then wiped off. The surface must then be wiped with a 70% ethanol solution to remove bleach residue. The principal investigator is responsible for verifying that sodium hypochlorite or Wescodyne is the appropriate substance to inactivate the hazard.

Radiation Hazards: Contact Radiation Safety through EHS at (410)706-7055 for proper closeout procedures, which will include a termination survey and inspection.

Biosafety cabinets (BSC's): Before a Biosafety Cabinet is relocated, disposed of, or moved in any way, it must be decontaminated by [B&V Testing](#). After decontamination, B&V will place a certification sticker on the cabinet, indicating that the cabinet has been decontaminated. Once relocated, B&V must certify the cabinet in its new location.

Labeling: After equipment is decontaminated, remove or deface any hazard stickers.

Sanitary drains must be flushed with bleach if they are to be disturbed during renovation/construction.

ALL WASTE: Chemicals no longer in use or abandoned, all biological materials, biohazardous waste, sharps containers, unsecured sharps, radioactive materials, and/or radioactive waste must be removed from the laboratory to be vacated. Secure all waste and submit a relevant Waste Removal Form, obtained on the EHS website to initiate a pickup.

If the lab is to be vacated or reassigned, **door signage** must be updated with current information. If a new principal investigator has not yet been assigned, the responsible party on the premises (whether or a floor administrator or another PI) must be indicated on the door. See the MyEHS link located on the EHS website for online submission.

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Complete this form entirely after the area has been **fully cleaned** and **decontaminated** by lab personnel and forward a copy to EHS by fax at (410)706-8212 or directly at x6-8212 from a campus machine. Post a signed copy where EHS personnel may collect it in the area/on the equipment indicated. If you have any questions, contact EHS at (410)706-7055 or x6-7055 from a campus phone.

Name of responsible individual: _____

Contact person: _____

Email or phone (at least one required): _____

Building and Room Number (s): _____

Work Area: _____

Please check the reason for clearance:

- Lab vacated; date of last use: _____
- Moving/removing equipment;
Equip. make: _____ Equip. Model: _____
Serial Number: _____ UMB Tag#: _____
- Basic work orders (painting, carpentry, cleaning): (please specify) _____
- Upgrading/adding equipment (installing utilities, addition of canopies, etc): (please specify): _____

Risk of Contamination:

- I _____ (enter name) confirm that this area did not come into contact with hazardous or infectious substances
- The area may have been exposed to potentially hazardous substances and **has been cleared**.
 - Radiation
 - Biohazards, potentially infectious agents
 - Indicate biosafety level of work performed/BSL level: _____
 - Harmful aqueous solutions, buffers, acids, alkalis
 - Toxic chemicals
 - Recombinant DNA

Other comments: _____

Decontamination Statement:

I, _____ (print name) hereby certify that all known biological, chemical and/or radiological hazards have been eliminated from the affected laboratory areas listed on this form. I further certify that all listed work areas have been properly decontaminated and cleaned and are ready for the entry of construction workers and/or movers.

Signature of Responsible Individual: _____ Date: _____

Telephone No. of Responsible Individual: _____

Name of EHS Reviewer: _____ Date reviewed: _____

Signature of Reviewer: _____