

## EQUIPMENT CLEAN OUT / CLEARANCE PROCEDURE

When equipment that is used with hazardous materials, requires repair or disposal laboratory personnel need to ensure the equipment is cleaned of all hazardous biological, chemical and radioactive materials. Environmental Health Safety and Risk Management (EHSRM) must certify equipment to be cleared of hazards prior to repair, shipping for repair, sending to surplus or disposing of equipment.

- All equipment, including chemical fume hoods, must be cleaned / decontaminated to remove any hazardous materials or residue including chemicals, potentially infectious biological agents, and radioactive materials.
  - **For biological agents:** An appropriate tuberculocidal grade disinfectant such as 1-10% dilution of household bleach (5.25-6% sodium hypochlorite solution) applied for a contact time of 10-20 minutes should be used. Alternately, a commercially available detergent-disinfectant solution such as Dispatch®, Clorox Clean-up®, Lysol IC®, etc. may be used following manufacturer's instructions. **Caution** – most disinfectants are also corrosive – proper PPE should be worn (gloves & faceshield or goggles) and metal surfaces especially should be rinsed with water and wiped down after application.
  - **For chemicals:** An appropriate solvent for the chemical residues which may be present should be used, followed by a detergent cleaning.
  - **For radioactive material areas:** Wipe tests shall be completed prior to an appropriate detergent solution wipe down. If wipe tests confirm areas of contamination, then all decontamination materials must be kept for radioactive waste disposal. If applicable, final wipe tests shall be conducted to verify proper decontamination. All wipe tests and survey locations must be documented..
- Some equipment will need specialized cleaning/decontamination. For example, biological safety cabinets will need to be decontaminated with formaldehyde, vaporized hydrogen peroxide or other materials. Currently this type of decontamination is not done in-house. Contact the Laboratory Safety Division for more information.
- EHSRM must be contacted to remove any remaining waste biological agents or hazardous chemicals for disposal. Environmental Safety Division is the contact for this service.
- If radioactive materials were used in the equipment then Radiation Safety Personnel (RSP) must be contacted to clear the area. Once complete, RSP will complete and sign the radiation portion of the equipment clearance tag.
- For biological or chemical clearance of equipment, either the Environmental or Laboratory Safety Division can be contacted to do the review and fill out the equipment clearance tag.
- Once the equipment clearance tag has been signed and posted by pertinent EHSRM personnel, the equipment can be repaired or removed from the lab for service, surplus or disposal.

### CONTACTS:

Environmental Safety Division	X6698, X5808
Laboratory Safety Division	X6697, X5807, X6101
Radiation Safety Personnel	X6697, X6101

See <http://utsa.edu/safety/> for more contact information.