



**Office of Environmental Health, Safety and Risk Management**  
**LABORATORY CLEAN OUT / CLEARANCE PROCEDURE**

When laboratories have been vacated, the previous occupants need to ensure they have cleaned their areas of all hazardous biological, chemical (including controlled substances) and radioactive materials in preparation for renovation or reoccupation. Environmental Health Safety and Risk Management (EHSRM) must certify a laboratory to be cleared of hazards prior to Facilities Services personnel entering for final housekeeping clean out and potential renovation work.

- When leaving a laboratory, the occupants must clean out any remaining hazardous materials. Cabinets, countertops, and all equipment, including chemical fume hoods, must be cleaned / decontaminated to remove any hazardous materials or residue including chemicals and potentially infectious biological agents (ABSL/BSL-2 or above).
  - **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.
- 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 laboratory then Radiation Safety Personnel (RSP) must be contacted to clear the area. Once complete, RSP will complete and sign the radiation portion of the laboratory clearance form or equipment tag for items remaining and / or going to surplus.
- For biological or chemical clearance of lab surfaces or equipment, either the Environmental or Laboratory Safety Division can be contacted to do the final walkthrough of the area and fill out the clearance form or equipment tag.
- Once the clearance form or equipment tag has been signed and posted by pertinent EHSRM personnel, Facilities Services is cleared to enter the area and remove surplus equipment or any household type trash, and begin any general cleaning or necessary renovations.

**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.