



Attach the completed form to the equipment. (SEE NEXT PAGE FOR INSTRUCTIONS)

Bldg./Rm.	Equipment Description
Manufacturer, Model #, Serial #	UT Equipment ID#

This equipment is going:
 To Surplus For Repair To a new location: _____

This equipment has been used with the following materials:

Chemicals (list high risk chemicals used or "normal", see instructions)

Biological Agents (list biological agents used)

Radioactive Materials (list radioisotopes used)

(Cleared by EHS Rad Personnel)

(Date cleared)

None of the above. NOTE: must still be cleaned with detergent solution. Date cleaned: _____

The above named equipment has been cleaned with: _____

Describe process and agent used which is suitable for deactivating/removing/disinfecting the hazardous materials.

Name and Title of person performing the cleaning	EID
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Comments:

Date	Phone Number
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EID (responsible college, department, or faculty member)	Date
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Name & Title	Department or College
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FOR EHS USE ONLY		
EHS Lab Review:	_____	_____
	Name and Phone Number	Date
Asbestos		
Yes No		
EHS Asbestos Review:	_____	_____
	Name and Phone Number	Date

Call (512) 471-3511 if you have questions about completing the form. Submit the completed form below, email it to EHS-environmentalops@austin.utexas.edu, or print and mail the form to EHS (C2600).

INSTRUCTIONS FOR COMPLETING THE FORM

This form should be used to clear all lab equipment that has the potential for contamination (e.g., chemical storage cabinets, fume hoods, refrigerators, centrifuges, ovens, countertops, and incubators.) **If perchloric acid was used in a fume hood, do not complete the form but contact EHS at 512-471-3511 for advice.**

1. Remove everything from equipment that is being moved out of the lab or is having repair work done to it. If work is scheduled to be performed inside a chemical fume hood, everything must be removed from the hood and the storage cabinet below, both areas must be cleaned.
 - **NOTE:** If after the equipment has been identified as cleaned and Facilities Services or other responsible UT repair entities find signs of contamination in or on the equipment, the work will not be performed. A follow-up investigation will be conducted by EHS to resolve the issue.
2. If the equipment is being removed from the lab: remove or deface all safety related, hazard warning, and inspection stickers from the equipment except for “radioactive” stickers.
 - Radioactive markings must be removed by EHS radiation safety personnel.
3. Identify the equipment by providing description (e.g., refrigerator, fume hood, storage cabinets), location of the item, Manufacturer, Model#, Serial#, and UT ID#.
4. Indicate whether the equipment is going to surplus, for repair, or is being relocated. If the equipment is being relocated, please indicate new Building and Room number.
5. Check the appropriate box indicating whether or not the equipment has been used with chemical, biological, and/or radioactive materials. If no hazardous materials were used please check none of the above.
6. If the equipment was not used with any hazardous materials, but was located inside of a laboratory, the equipment **must still be cleaned with a detergent solution**. You must indicate the date that the equipment was cleaned.
7. For each hazardous material checked, list the name of the chemicals (e.g. mercury, other heavy metals or other toxic non-volatile chemicals), or biological agents. Under chemicals you may list “normal chemical use” if a variety of low-hazard chemicals were used. Then clean with the appropriate disinfectant or cleaning solution.
8. Document the cleanup date and the cleaning solution used. Complete the rest of the form. Then save and email to EHS-environmentalops@austin.utexas.edu.
9. If radioactive materials is checked, list the radioisotope(s) used and clean with the appropriate cleaning solution. Document the cleanup date and the cleaning solution used. The equipment must then be wipe tested by EHS Radiation Safety. They will inform the lab of the results. If the equipment is determined to be free of radioactive contamination, this will be documented on the form. Complete the form and submit it to EHS following instructions from # 8 above.

NOTE: If you want this equipment removed, this form only clears the equipment for transport. You must still go through the normal channels of contacting Surplus Property (512-471-6859) for the transfer of the equipment to Surplus **or** Planning and Construction (512-471-7776) for relocation of the equipment. Equipment suspected of containing asbestos must be reviewed by an asbestos consultant prior to transport.