

Contact EHS Radiation Safety (368-2906) or Chemical Safety (368-2907) if you have any questions concerning the procedures below.

General Clearance Procedure – Laboratory Equipment

The information below applies to any laboratory equipment items that are used in a laboratory for the purposes of research. This also includes any item that presents an exposure hazard to non-laboratory personnel that will be handling the item.

1. The equipment should be decontaminated
 - a. Laboratory personnel must decontaminate equipment that has been used in experiments involving biological materials with a 10% bleach solution prior to handling for disposal or relocation.
 - b. In general, other laboratory equipment can be decontaminated with 70% of alcohol solution.
 - c. Any equipment that contains oil or any other chemicals, must be properly drained of its contents prior to disposal. The owner of the equipment must drain the oil and/or chemicals and collect them for disposal through EHS hazardous waste disposal program prior to disposal or relocation of the equipment.
 - d. Drain all incubators of water and remove standing water from defrosted freezers
 - e. Deface or remove all radiation and/or biohazard stickers
 - f. In general, all BSC units must be professionally decontaminated prior to relocation, if they have been used to culture human cell lines, as this presents an infectious (blood borne) pathogen hazard.
2. Submit a Safety Clearance Protocols and Request form for each equipment item. This form can be returned to EHS via cwruehs@case.edu.

Equipment/Area Description—List the name of the equipment, including the brand name

Disposition—Reason for clearance request (Decommission, disposal, relocation, repair, return to vender, work, sold and being shipped, cleaning needed, work/modification in Olin machine shop, and donation).

Building and Room—Location of the lab/area where the clearance is needed

PI—Primary Investigator

Person Sending Clearance, Phone, Fax—if different from PI and/or Laboratory Contact

Laboratory Contact, Phone, Fax—Name and contact information of the person responsible for handling any questions or requests regarding the area/lab space. The laboratory contact will be held responsible for the decontamination of equipment and removal of all hazardous materials from that area prior to the clearance

Speedtype, comments, special consideration—Account number and any other special information can be placed in this section regarding the lab/area

Safety Clearance Protocol and Request Form

Prior to any work involving any AREA or EQUIPMENT, the area or equipment must be assessed by EHS to determine that the area is free of radiological, biological, and chemical hazards.
All requests for such assessment must be submitted to EHS in writing, via email or hand delivery.
The EHS email is cwruehs@case.edu. A five day minimum processing time should be expected for all requests.

**NO WORK IS TO BE CONDUCTED IN ANY AREA OR ON ANY EQUIPMENT
UNTIL A WRITTEN CONFIRMATION IS RECEIVED
TO BE COMPLETED BY PERSON SENDING CLEARANCE**

Date:		Time:	
Equipment or Area Description:			
Disposition (ie-relocation, disposal, repair):			
Building:	Room:	PI:	
Person Sending Clearance (ie-Customer Service):			
Phone:		Fax:	
Laboratory Contact:			
Phone:		Fax:	
Speedtype/Account Number (for disposal only):			
Comments/Special Considerations:			

**For Environmental Health and Safety (EHS) Use Only
Clearance Approved**

3. Post a sticky note with a note that can be identified by EHS; i.e. “for disposal”, “to be relocated”, “for EHS”. You can also print out a copy of the clearance form that you submitted and tape it to the equipment item.
4. Clearances should be sent at least a week in advance. However, in case of emergencies (cold room goes out or equipment breaks), EHS will try to accommodate the laboratory.
5. Clearances will be placed in the order in which they are received. Please allow a minimum of 5 days to process and complete the clearance.
6. EHS will contact individuals responsible for disposal. However, we do not schedule movers or know when disposal will place. Please contact Demotec directly at demotecservices@gmail.com with any questions in regards to pick-up.