



## INSTRUCTIONS FOR COMPLETING THE FORM

1. 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. Remove everything from equipment that is being moved out of the lab or is having repair work done to it that requires accessing the storage compartment. If work is scheduled to be performed inside a chemical fume hood, everything must be removed from the hood as well as from the storage cabinet below and both areas need to be cleaned. **NOTE:** If after the equipment has been identified as cleaned by lab personnel and Facilities Services or other responsible UT repair entity finds spilled chemicals or other forms of contamination in or on the equipment, the work will not be performed and an investigation will be conducted as to why the information was incorrect.
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.
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 relocated, indicate new Building and Room number.
5. Check the appropriate box indicating whether or not the equipment has been used with radioactive materials, chemicals, or biological materials.
6. If the equipment was not used with chemicals, biological and/or radioactive materials, but was located in a laboratory, the equipment **must still be cleaned with a detergent solution**. Enter the date that the equipment was cleaned.
7. If the equipment was used with hazardous materials, indicate which type of material by marking the appropriate box and list the materials used.
8. For usage with chemicals or biological agents, list the name of the chemicals (especially chemicals which would leave hazardous residue, e.g., mercury, other metals, or other non-volatile chemicals) or biological agents and clean with the appropriate cleaning solution.
9. Document the cleanup date and the cleaning solution used. If a variety of typical chemicals were used, fill in “normal chemical use.” Complete the rest of the form. Then click “Submit” or print and fax to 512-471-6918 or mail to EHS C2600. **If perchloric acid was used in a fume hood, do not complete the form but contact EHS at 512-471-3511 for advice.**
10. For usage with radioactive materials, list the radioisotope(s) used and clean with the appropriate cleaning solution. Document the cleanup date and the cleaning solution used. The equipment must also be wipe tested by EHS Radiation Section. EHS 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. If the equipment is being removed from the lab, remove or deface all “radioactive” stickers from the equipment, after it has been cleared by EHS. Complete the form and submit it to EHS following instructions from # 9 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.