



# LABORATORY CLEARANCE FORM

## For Vacating a Laboratory

Environmental Health & Safety (EH&S) must be notified in advance of all moves involving laboratory spaces and is required to be involved in the process. Upon notification and completion of this form, EH&S will conduct a final inspection of the laboratory spaces. Laboratory spaces must not be re-occupied until the space has been inspected and cleared by EH&S. Please place a check in the appropriate box to the right of each section header if any section is not applicable.

Contact EH&S at [srm@etal.uri.edu](mailto:srm@etal.uri.edu) or call 874-7993 for questions or to schedule an inspection.

Name of PI/Lab Representative:

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Building and Room Number:

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Department

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Phone number:

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Email:

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Date Lab will be Vacated:

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### RADIOACTIVE MATERIALS (RAM), X-RAY AND LASER EQUIPMENT

N/A

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the RSO notified at least two weeks in advance to coordinate the transfer of RAM or equipment containing radioactive sources?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has all RAM been removed from the laboratory by Radiation Safety Officer (RSO)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a Radiation Contamination Survey been conducted by an RSO and any residual contamination been certified to be less than release standards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a Walk-through Survey been performed and all postings labeled "radioactive" been removed by the RSO?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has all equipment including refrigerator, freezer, liquid scintillation counter, etc. been cleared by the RSO?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the RSO been notified at least two weeks in advance of disposal or transfer of x-ray producing equipment? X-ray producing equipment must not be moved or transferred without prior RSO approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the RSO been notified at least two weeks in advance of disposal or transfer of Class 3B or Class 4 lasers? Lasers must not be moved or transferred without prior RSO approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has certain equipment been evaluated for hazardous chemicals (Freon, oil, lead, radioactive sources)? Contact RSO/EH&S if you have any questions.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has biological waste, solid media, and contaminated labware (sharps in sharps containers, non-sharps in autoclave bags) been collected, treated and packaged according to biological waste procedures? Liquid cultures must be decontaminated by autoclave or chemical disinfectant prior to drain disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has clean unwanted laboratory glass been placed in a box, mark as "GLASS" and seal with tape? When completed, dispose of as rubbish in dumpster.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all work surfaces and equipment (clean benches, biological safety cabinets, laminar flow hoods, glove boxes, incubators, sinks, refrigerators, freezers, centrifuges, incubators, etc.) been decontaminated using freshly prepared 10% bleach solution or another suitable disinfectant prior to vacating or relocating?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all sharps been disposed of in sharps containers (including unused sharps in opened boxes)?

## CHEMICALS/HAZARDOUS WASTE

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do hazardous chemicals need to be moved to another location? Local movers are not allowed to move chemicals nor should researchers use personal vehicles. If this is a re-location to another building as part of a large project, funds may be available from each lab's department for the professional movers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has EH&S been contacted for disposal of hazardous waste and unwanted/surplus chemicals and to assist with chemical segregation and hazardous waste disposal? EH&S recommend that research activities cease a minimum of two weeks prior to transition in order to provide adequate time for preparation an execution of lab close out. <u>Please note that at no time will chemical waste be poured down drain, consolidated with other waste or disposed of in garbage without prior approval of EH&amp;S.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any "unknown" chemical samples? Contact EH&S for assistance in segregation and disposal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all chemicals (including samples) been labeled with full chemical names?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all centrifuges been properly cleaned and decontaminated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the user disconnected the HPLC chemical feed and waste lines and emptied the reservoir?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemicals that are offered to other laboratories in lieu of disposal labeled and in their original containers? Chemicals are prohibited to be offered after they expire. Any expired chemicals or any chemical container exhibiting damage, corrosion, or crystallization shall be disposed of as chemical waste. Contact EH&S to verify and update the chemical inventory prior to chemical distribution.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have arrangements been made to ship chemicals to another institution? Please note that all shippers of hazardous material or biologics must be in compliance with applicable DOT and/or IATA regulations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the lab have peroxide forming chemicals? Peroxide forming chemicals are not allowed to be offered to other laboratories and must be disposed of as hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has clean unwanted laboratory glass been placed in a box, mark as "GLASS" and sealed with tape? When completed, dispose of as rubbish in dumpster.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has laboratory equipment (fume hoods, refrigerators, freezers, centrifuges, countertops and cabinets) been emptied, cleaned, disinfected and free from any chemicals or waste? Have freezers been defrosted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have cabinets and bench tops been cleaned and decontaminated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has certain equipment been checked for hazardous components (Freon, oil, lead, radioactive sources)? Contact URI Facilities Services for equipment containing Freon. Other hazardous components must be removed before equipment disposal, sometimes by an outside vendor. Contact RSO/EH&S if you have any questions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has URI Property & Support Services been contacted to dispose of or reallocate <u>decontaminated</u> laboratory equipment (microwaves, lasers, microscopes, etc.)? Contact Property & Support Services to remove tagged (URI barcoded) equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you contacted EH&S to remove door signs upon vacating the lab?

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have lab users removed regulators, closed valves and replaced the valve stem cap? Has the gas vendor been contacted to pick up the gas cylinders and nitrogen (including empties)? All gas cylinders and nitrogen must be returned prior to vacating the lab.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The vendors supplying liquid nitrogen recommend that liquid nitrogen-lined freezers be drained to a minimum level (to sustain freezing of cells) prior to relocating. Liquid nitrogen freezers are moved by the moving company, and should be scheduled for refill (ASAP) at the new location, by the supplying vendor.

**CONTACT INFORMATION**

Environmental Health & Safety (EH&S): phone: 874-7993, fax: 874-9069, or srm@etal.uri.edu  
 Radiation Safety Office: phone: 874-2600 or radiationsafety@etal.uri.edu  
 Property & Support Services: phone: 874- 5665or <https://web.uri.edu/pss/forms/> (link for equipment work orders)  
 Facilities Services: phone: 874-4060 (Equipment freon removal)

**PLEASE SIGN THIS FORM AND RETURN TO EH&S**

**Principal Investigator**

I certify that my staff and I have adequately cleaned out and decontaminated the laboratories under my supervision.

\_\_\_\_\_  
 Principal Investigator's Signature Date

**Department Head/Designee**

I am aware of the status and condition of the lab(s) being vacated and I understand that I am responsible for the laboratory space and contents of the vacated lab(s).

\_\_\_\_\_  
 Department Head's/Designee's Signature Date

**Chemical Hygiene/Biosafety Officer & Radiation Safety Officer**

I have inspected the laboratory and can attest that no chemicals or biohazardous materials remain and that a radioactive contamination survey has been completed (if applicable) and levels are below regulatory standards.

\_\_\_\_\_  
 Chemical Hygiene/Biosafety Officer's Signature Date

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 Radiation Safety Officer's Signature Date