NOTICE OF CLEANING AND/OR DECONTAMINATION

**INSTRUCTIONS:**  **This form must be completed by a UW employee knowledgeable of the hazardous materials used in, on and/or around a space, equipment, appliance or furniture when either of the following occur:**

**1. The dirty or contaminated equipment, appliance or furniture is being repaired or removed (for disposal, reuse or surplus).**

**2. The space is being vacated.**

**After following the Guidelines for Decontamination on page 2, complete the form on page 1 and tape it to the decontaminated equipment or surface. Complete all fields below or write N/A if not applicable.**

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| Contact/Title:        | Phone:       |
| Department:       | Building/Room:       |

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| **EQUIPMENT** |
| To the best of my knowledge, the following hazardous materials were used or stored in/on the equipment: [ ]  None; this equipment has never been used with hazardous materials. It was washed with warm soapy water (decontamination not needed).[ ]  Biohazards: this equipment was decontaminated. **Biological safety cabinets must receive additional decontamination and approval by EH&S if being moved or serviced. Contact EH&S Biological Safety Cabinet Program at 206-543-9510 or labcheck@uw.edu.**[ ]  Hazardous chemicals (poisons, toxics, corrosives, and/or solvents); this equipment was decontaminated. [ ]  Radioactive materials: **any equipment that is potentially contaminated with radioactive materials must be cleared. Contact EH&S Radiation Safety at 206.543.0463 or** radsaf@uw.edu.I have cleaned and decontaminated this equipment according to guidelines provided by UW Environmental Health & Safety (EH&S):Type of Equipment       Make/Model (if applicable):      UW Tag Number (if applicable)       |
| **SURFACE/APPLIANCE/FURNITURE** |
| To the best of my knowledge, the following hazardous materials were used or stored on or near this surface/appliance/furniture:[ ]  None; this item has never been used with hazardous materials. It was washed with warm soapy water (decontamination not needed).[ ]  Biohazards; this item was decontaminated.[ ]  Hazardous chemicals (poisons/toxics/corrosives/solvents); this item was decontaminated.[ ]  Radioactive materialsI cleaned and decontaminated this item according to guidelines provided by UW Environmental Health & Safety (EH&S): Type of Surface(s):      UW Tag Number (if applicable):       |
|  |
| **REASON FOR DECONTAMINATION** |
| [ ]  Repair on site by UW Facilities or any other contractor/technician/vendor[ ]  MovingBuilding & Room:       Disposed of at this location:       RP /PI:      [ ]  Surplus [ ]  Other (please specify.)**I certify that per the guidelines listed below, I have cleaned and/or decontaminated the equipment or surface for reuse, service, relocation, or surplus.****Name/Title**       **Phone Number**       **Signature**       **Date**        |
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**GUIDELINES FOR DECONTAMINATION**

**ALL EQUIPMENT** must be cleaned inside and out of all visible residue and encrusted material. Hazard warning labels and signage (e.g., biohazard, radioactive, etc.) must be removed or defaced. All internal and external laboratory tubing must be cleaned/disinfected or decontaminated or removed.

## EQUIPMENT OR SURFACE USED TO PROCESS OR STORE BIOHAZARDS

Remove biological material from the equipment. Clean the equipment with warm, soapy water and scrub as necessary. Sanitize with a 1:10 bleach solution. After 10 minutes contact time, rinse metal surfaces as bleach is corrosive.

**For biological safety cabinets being moved or serviced**, contact EH&S Biological Safety Cabinet program at 206.542.9510 or labcheck@uw.edu for additional instructions.

If you have other biosafety questions, contact EH&S Research & Occupational Safety at 206.221.7770.

## EQUIPMENT OR SURFACE USED TO PROCESS OR STORE HAZARDOUS CHEMICALS

Safely remove, drain, or discharge chemicals from the equipment. Collect the material for reuse or for hazardous waste disposal. If applicable, use an inert gas or liquid to purge or rinse out chemical residues. In some cases, rinsate will need to be disposed of as hazardous waste as well. Call EH&S Environmental Programs at 206.616.5835 with questions regarding hazardous waste disposal of chemical and/ or rinsate.

For ***fume hoods***:Before maintenance personnel work inside a fume hood, the fume hood user must remove all obstructions from around the fume hood, remove all containers from the fume hood, and thoroughly wash interior surfaces with warm, soapy water. All residues must be cleaned from walls, floor, and sash of the hood.

Contaminated refrigerators, ovens and other equipment with non-permeable surfaces must be decontaminated by scrubbing with warm soapy water. Call EH&S Occupational Safety & Health at 206.543.7388 for more specific information about decontamination.

## EQUIPMENT OR SURFACE USED TO PROCESS OR STORE RADIOACTIVE MATERIALS

A thorough radiation survey of all accessible surfaces must be performed with an appropriate instrument. If radioactive contamination is detected, the equipment must be cleaned with small amounts of warm detergent water to avoid splash. Blot dry with paper towels. Commercial radiation decontamination solutions containing chelating agents may be helpful. Resurvey to ensure contamination has been removed to less than 100 counts per minute per 100 cm2. If contamination persists or you have other questions, contact EH&S Radiation Safety at 206.543.0463.

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| **EH&S RESOURCES** |
| Environmental Programs 206.616.5835*chemical waste disposal, chemical recycling* |
| Occupational Safety & Health 206.543.7388*chemical hazard communication* |
| Radiation Safety 206.543.0463 *radioactive materials*  |
| Biological Safety 206.221.7770*biological agents, biowaste disposal* |
| Lab Safety 206.685.3993*biological safety cabinets, fume hoods, chemical safety* |

# Contact UW Environmental Health & Safety at 206.543.7262 or visit www.ehs.washington.edu for more information.