



Albert Einstein College of Medicine

Laboratory and Equipment Clearance Policy

I. Purpose

This Policy provides directions and guidance for principal investigators to follow in preparation to obtain safety clearance of equipment to be transported or removed from the laboratory. This policy also applies to laboratories that are relocating, renovating, or planning to close.

II. Scope

The Policy and the procedures outlined herein apply to all Einstein faculty, staff, and students.

III. Policy

Principal Investigators (PIs) vacating or moving to a different location are responsible for leaving their vacated laboratories ready for re-occupancy or renovation.

III.A. Preparation by PIs

To facilitate the clearance process, Environmental Health and Safety (EH&S) has established a checklist for the PI or the department to use in preparing a laboratory to be cleared by EH&S. This also applies to equipment that needs to be moved or discarded. That checklist is Laboratory Clearance Checklist [EHS-FRM-2018-001](#) and the Equipment Clearance Checklist [EHS-FRM-2018-002](#).

As per Einstein's [Equipment Self-Clearance Policy, EHS-POL-2022-013](#), all small equipment can be cleared using the [Self-Clearance Form](#).

The PI's his/her department are responsible for ensuring that all the guidelines for clearance are completed in order for EH&S to inspect. Departments are ultimately responsible for the clearance of laboratory space and equipment.

*Facilities, Housekeeping, and outside Contractors must **not** work in laboratories that have not been cleared by EH&S.*

III.B. Request for Clearance

Once all items on the checklist are completed, PIs should request clearance by EH&S by completing the Clearance Request Form found at [EH&S Clearance Request Form](#).

III.C. Inspection by EH&S

Once EH&S receives the clearance request, the senior safety technician will schedule a time to inspect the laboratory/ equipment. If all items are completed:

- Laboratories that have been cleared will have a “Cleared by EH&S” tape on the door of the laboratory.
- Cleared laboratory equipment will have a “Cleared by EH&S” tape on the piece of equipment.
- If the piece of equipment is a refrigerated unit for disposal, a white label will be placed on equipment for the appropriate signatures.
- If clearance of either laboratory/equipment is in question, contact EH&S to determine if EH&S has cleared a particular space or piece of equipment.

Note: The dated tape signifies clearance of the equipment and/or laboratory prior to any removal, moving or reoccupation of space. If the cleared equipment is used and/or the cleared laboratory reoccupied prior to any removal, moving, or renovation, clearance by Safety is rendered void.

IV. Definitions

None.

V. Effective Date

Effective as of: 14 June 2022

VI. Policy Management and Responsibilities

Einstein’s Department of Environmental Health and Safety is the Responsible Office under this Policy. Einstein’s Associate Dean for Finance and Administration is the Responsible Executive. Einstein’s Senior Director of Environmental Health and Safety is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

	
_____ Responsible Executive	_____ Date