

Laboratory Clearance Checklist

The following checklist was developed to aid the faculty, administrators, and staff in preparing a laboratory for safety clearance. This will help expedite the process allowing work to proceed in the laboratory. Once all items have been completed, submit the [Clearance Request Form](#) via the EH&S website. See [Laboratory and Equipment Clearance Policy, EHS-POL-2018-008](#), for more information.

Laboratory/Department Personnel Must:

- ☐ Remove all laboratory equipment and supplies from cabinets and drawers. Recycle to other laboratories or discard as medical or hazardous waste.
- ☐ Transfer any unused chemicals to other laboratories that may want these materials. All unwanted chemicals are considered hazardous waste and must be labeled with the [Einstein Hazardous Waste Label](#).
- ☐ Collect all hazardous chemicals, hazardous waste, radioactive material, radioactive waste from refrigerators, freezers, cabinets, drawers, and common areas.
- ☐ Consolidate all hazardous chemicals and hazardous waste and label each of them with the [Einstein Hazardous Waste label](#). **Do not mix chemical, radioactive or medical waste.**
- ☐ Complete the [Hazardous Waste Pick-up](#) form for a waste pickup.
- ☐ Acids and bases with a pH between 5 and 12 may be disposed down the sink with copious amounts of water if they **do not contain any hazardous materials**.
- ☐ Discard all non-hazardous solutions such as buffers and media in the sink.
- ☐ Transfer laboratory supplies to another lab or discard as medical waste in a medical waste container.
- ☐ Broken glass should be discarded in a cardboard box or sharps container.
- ☐ Rinse all empty bottles three times; deface and dispose in ordinary trash.
- ☐ Gather up all sharps and place in a sharps container (container can be purchased from Fisher Scientific or other approved Einstein vendor). Full sharps containers must be sealed and discarded in the medical waste containers as for disposal.
- ☐ Defrost and empty all refrigerators and freezers. Wipe up all standing water in units.
- ☐ Empty and drain all incubators and wipe down with disinfectant.
- ☐ Autoclave all potentially infectious agents in an autoclave bag before disposal as medical waste.
 - **Note: Red medical waste bags are not autoclavable.**
- ☐ All biological samples containing animal parts, in formalin, or formaldehyde must be separated. The chemicals must be collected as hazardous waste and the animal portions must be bagged and disposed in the pathological waste bin in the Animal Institute.
- ☐ If radioactive material was used in the laboratory, conduct a wipe test of the laboratory. Document the results of the survey and submit to the [Radiation Safety Officer](#).
- ☐ If contamination was found, decontaminate the affected areas and conduct another wipe test to confirm that it has been decontaminated.
- ☐ Discard low activity radioactive material in the sink according to the [Sink Disposal Log](#).
- ☐ Have all radioactive material and radioactive waste labeled with the Radioactive Waste Pick-up Form. Submit request for removal using [iLab](#).
- ☐ Wipe down laboratory work surfaces, hoods, centrifuges, and other equipment with a solution of soap and water or a disinfectant such as 70% ethanol or 10% bleach.
- ☐ Use the [Self-Clearance Form](#) for small equipment and attach to each unit upon completion.