



Albert Einstein College of Medicine

## Equipment Clearance Checklist

There are specific steps to follow for equipment to be cleared by EH&S. The following checklist was developed to aid the faculty, administrators, and staff in preparing equipment for safety clearance. Once equipment is ready for clearance, submit the [Clearance Request Form](#) via the EH&S website.

### Check List for Preparing Equipment for Safety Clearance

#### Refrigerator/Freezer

- ☐ Remove EVERYTHING from the refrigerator/freezer. It must be completely empty for EH&S to clear the unit.
- ☐ Remove any standing water and wipe down with disinfectant.
- ☐ If the unit contained radioactive material, conduct a wipe test of the unit to check for contamination. Document results of the survey and submit to the [Radiation Safety Officer](#).
- ☐ If the unit is being **relocated**, submit a Housekeeping work order for relocation.
- ☐ If unit is to be **discarded**, remove unit from the Einstein inventory and place a work order with Engineering to remove the refrigerant once EH&S has cleared the unit.
- ☐ Remove or deface radioactive signs if applicable.
- ☐ Once Engineering has removed the refrigerant, submit a Housekeeping work order for removal.

#### Incubators

- ☐ Remove EVERYTHING from the incubator. It must be completely empty for EH&S to clear the unit.
- ☐ Drain the unit of all standing water, including **water inside the jacket**. Units with water will not be cleared.
- ☐ If the unit is being **relocated**, submit a Housekeeping work order for relocation.
- ☐ If the incubator was used in research involving radioactive material, conduct a wipe test on the centrifuge both inside and outside to check for contamination. Document the results of the survey and submit to the [Radiation Safety Officer](#).
- ☐ Wipe the unit down with disinfectant.
- ☐ If unit is to be **discarded**, remove unit from the Einstein inventory.
- ☐ Submit a Housekeeping work order for removal.

#### Centrifuge

- ☐ Remove any tubes from the unit.
- ☐ Clean centrifuge with a soap and water or a disinfectant and dry completely.
- ☐ If the unit is being **relocated**, submit a Housekeeping work order for relocation.
- ☐ If the centrifuge was used in research involving radioactive material, conduct a wipe test on the inside and outside of the unit to check for contamination. Document the results of the survey and submit to the [Radiation Safety Officer](#).
- ☐ Remove or deface any radioactive material signs.
- ☐ If unit is to be **discarded**, remove unit from the Einstein inventory.
- ☐ If the unit contains refrigerant, place a work order to Engineering to remove the refrigerant once EH&S has cleared the unit.
- ☐ Once Engineering has removed the refrigerant, submit a Housekeeping work order for removal.

#### Fume Hood

- ☐ Remove EVERYTHING from the fume hood. It must be completely empty for EH&S to clear the unit.
- ☐ If the fume hood was used with radioactive material, conduct a wipe test to check for contamination. Document the results of the survey to show the Radiation Safety Officer.

#### Biological Safety Cabinets

- ☐ Remove EVERYTHING from the Biosafety cabinet. It must be completely empty for EH&S to clear the unit.
- ☐ If the Biosafety cabinet was used with radioactive material, conduct a wipe test to check for contamination. Document the results of the survey and submit to the [Radiation Safety Officer](#).
- ☐ If the hood was used for infectious agents or is to be discarded, it must be decontaminated by our outside vendor TSS (866) 536-5656. A copy of the receipt must be submitted to the [Biosafety Officer](#).
- ☐ Once approved by the BSO, submit a work order to Housekeeping for removal.