

Laboratory Equipment Self-Clearance Policy

I. Purpose

The following Policy was developed to aid faculty, administrators, and laboratory staff at Albert Einstein College of Medicine (“Einstein”) in preparing a self-clearance form. Environmental Health & Safety (EH&S) allows principal investigators (PIs) to conduct self-clearance of specific laboratory equipment that will be disposed of or relocated to another laboratory or room.

II. Scope

This Policy applies to small equipment such as waterbaths, power supplies, balancers, plate stirrers, etc

The self-clearance form cannot be used for the removal of refrigerators, incubators, centrifuges, fume hoods, or biosafety cabinets. For these, complete and follow the procedures indicated in the [Equipment Clearance Checklist](#) (Form EHS-FRM-2018-002).

III. Policy

After equipment has been processed as described below, complete the [Laboratory Equipment Self-Clearance Form](#).

If the equipment is being discarded:

- If the equipment has an Einstein inventory tag, notify the department administrator to have the equipment removed from inventory.
- Remove all hazardous materials from the equipment.
- Remove/deface any hazard warning labels and wipe down the equipment.
- If the equipment 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](#).
- Complete and sign the self-clearance form and attach it to the equipment.
- Submit a Housekeeping work order to request disposal of the equipment.

If the equipment is being relocated:

- Remove all hazardous materials from the equipment.
- If the equipment 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](#).
- Wipe down the unit with a solution of soap and water or a disinfectant such as 70% ethanol or 10% bleach.
- Complete and sign the self-clearance form and attach it to the equipment.

Submit a Housekeeping work order to request relocation of the equipment.

IV. Definitions

None.

V. Effective Date

Effective as of: 27 July 2022

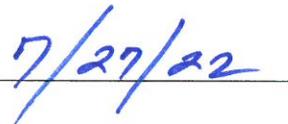
VI. Policy Management and Responsibilities

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