



Instructions: A laboratory employee knowledgeable of the hazardous materials used in the equipment/fume hood must complete this form and tape it to the equipment or to the face of the hood.

Name _____		Phone _____
Department _____	Building / Room _____	

EQUIPMENT

The following equipment was decontaminated according to guidelines provided by Environmental Health & Safety: (see reverse)

Type of Equipment _____

OSU Inv. Number (if applicable) _____

FUME HOODS

The following actions were taken to prepare the fume hood for maintenance or repair:

- All containers and apparatus removed from the interior and top of the fume hood. All residue cleaned from walls, floor, and sash of the fume hood. (Required for work on the interior of the fume hood, e.g., baffles, lights, or sash mechanism.)
- Stop all experiments in the hood. All containers in the hood capped or sealed. (Required for work on the duct work, fans, and exhaust stacks.)
- Obstructions have been removed from around the fume hood to allow access. (Required for work on the interior or outside of the fume hood.)

Fume Hood Cleaned	Mo.	Dy.	Yr.

NOTE:

The fume hood must not be used after cleaning until OSU Facilities has completed the maintenance/repair work.

HAZARDS

To the best of my knowledge, the following hazardous materials are/were used in the equipment/fume hood:

- Biohazards
- Hazardous Chemicals (Poisons/Toxics)
- Radioactive Materials*
- Perchloric Acid

* contact EHS if radioactive materials have been used in this equipment.

LAB PI/MANAGER SIGNATURE

I have prepared the equipment or fume hood and certify it is prepared for service, relocation, or surplus.

Signature _____ Date _____

EHS Signature* _____ Date _____

*EHS signature only required for radioactive materials

REQUIREMENTS FOR LABORATORY EQUIPMENT DECONTAMINATION

EQUIPMENT USED TO PROCESS OR STORE RADIOISOTOPES

If radioactive materials are being currently used in the equipment: 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 assure 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 541-737-7082.

If there is an old "Caution: This system may be contaminated with radioactive materials" sticker on the equipment: These stickers were put on equipment inaccessible to being surveyed during our exit survey procedures, usually for fume hood ductwork and sink drain lines. The potential radiation hazards working on this equipment are very low and can be mitigated by wearing disposable gloves. There are no further actions that need to be taken by the lab employees.

EQUIPMENT USED TO PROCESS OR STORE CHEMICALS

Fume Hood: When maintenance personnel must enter the inside of a fume hood the user must remove all containers and thoroughly wash the interior surfaces with warm, soapy water.

Other Equipment: Safely remove, drain, or discharge chemicals from the equipment. Contaminated refrigerators, ovens and other equipment with non-permeable surfaces must be decontaminated by scrubbing with warm soapy water. 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.

EQUIPMENT USED TO PROCESS OR STORE BIOLOGICAL MATERIAL

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.

REQUIREMENTS FOR FACILITIES SERVICES

Personal Protective Equipment (PPE): Disposable gloves should always be used for routine maintenance. Safety glasses or goggles may also be prudent. If more extensive duct work is required, a respirator and disposable coveralls may be required.

If there are concerns about the cleanliness of the fume hood, please contact EHS for further investigation.

RESOURCES	
Hazardous Waste	Pete Schoonover: Hazardous Waste, 541-737-3127
Laboratory Safety	Jenette Paul: Laboratory Safety Officer, 541-737-4720
Radiation Safety	Daniel Harlan: Radiation Safety Officer, 541-737-7082
Biological Safety	Debra De Loach: Biological Safety Officer, 541-737-7080
Occupational Safety	Matt Drahn: Occupational Safety Officer, 541-737-4557