

Equipment Decontamination Form

All equipment used with hazardous material ***must*** be decontaminated before it can be moved, sent to M&R, or upon lab closeout.

1. Complete the form below, except the OH&S ONLY section, then place a work order for an **OH&S Consultation Request**.
2. OH&S will review your equipment decontamination and, upon clearance, will sign and approve this form.
3. Once OH&S has signed the form, please keep a copy for your records and post the completed form on the decontaminated equipment.
4. Submit a work order for the UAMS Move Team to move equipment.

Equipment Information	
Manufacturer & Model #:	Serial #:
Equipment Type & Description:	UAMS Tag #:
Building:	Room #:

Equipment Disposition
This equipment is being decontaminated for: <input type="checkbox"/> Relocation (to: _____) <input type="checkbox"/> M&R <input type="checkbox"/> Laboratory Closeout
This equipment: <input type="checkbox"/> Has never been used with radiological, chemical, or biological agents. (NOTE: Equipment must still be cleaned with detergent solution.) <input type="checkbox"/> Has been used with the following materials: <input type="checkbox"/> Biological (list biological agents used): _____ <input type="checkbox"/> Chemical (list chemical agents used): _____ <input type="checkbox"/> Radiological (list radioisotopes used): _____

Equipment Decontamination	
<input type="checkbox"/> Remove Contents & Clean (applies to all equipment)	Remove and decontaminate, as appropriate, all contents such as ice, liquids, glassware, specimens, etc. Equipment must be unplugged and defrosted. Disconnect any gas hoses, remove any water, and release any stored energy safely.
<input type="checkbox"/> Biological Decontamination <input type="checkbox"/> N/A	Equipment used with biological materials must be decontaminated with an appropriate disinfectant. Decontaminate all exposed surfaces. All reagents/fluids must be drained and hoses disconnected. <ul style="list-style-type: none">• Agent & concentration (e.g., 10% household bleach): _____• Exposure time (e.g., 20 minutes for 10% household bleach): _____
<input type="checkbox"/> Chemical Decontamination <input type="checkbox"/> N/A	Clean equipment using reasonable means (washing, scrubbing) with appropriate cleaning agent (soap & water solution or mild detergent) to remove any residual material, stains, or odors. <ul style="list-style-type: none">• Cleaning agent (e.g., soap, detergent) & description (e.g., all surfaces cleaned with detergent): _____
<input type="checkbox"/> Radioactive Decontamination <input type="checkbox"/> N/A	<ul style="list-style-type: none">• Equipment that has come into contact with radioactive materials must be tested for contamination. If readings are above background, the equipment must be decontaminated.• The Radiation Safety Office must perform confirmatory wipe tests and surveys before equipment is moved.
<input type="checkbox"/> BSCs & HEPA filter containing equipment <input type="checkbox"/> N/A	All BSC or HEPA filter containing equipment must undergo gas decontamination by a NSF Accredited vendor before it can be relocated, sent to M&R, or closed out. <ul style="list-style-type: none">• The HEPA filter must be removed for M&R after successful gas decontamination.• Vendor decontamination report is required to be attached to this form and the decontaminated equipment.

Equipment Certification		
I certify that I am the person responsible for this equipment and that the information on this form is true and correct. I further certify that a valid procedure for decontamination, neutralization, cleaning, and/or hazard removal was used for the hazards indicated and that the person completing these actions has been adequately trained and was provided with the appropriate PPE and tools to safely perform all actions.		
Full Name (Print)	Signature	Date

OH&S ONLY		
OH&S Approver Full Name (Print)	OH&S Approver Signature	Date