NAU NORTHERN ARIZONA UNIVERSITY	**Environmental Health & Safety** **Equipment Release Form** 2022-02-03 Rev.9

Date: _____ Building: _____ Room: _____

Supervisor/Principal Investigator/Departmental Representative: _____

Type of Equipment: _____

Service to Be Performed: _____

Destination/Service Department: _____

☐ Not Applicable/Never Contaminated

☐ Method of Decontamination Used to Remove Chemical Contamination:

_____

☐ Method of Decontamination Used to Remove Radiological Contamination:

_____

☐ Method of Decontamination Used to Remove Biological Contamination:

_____

I certify that the above listed equipment is free of contamination/hazardous agents, and that it is safe to release to unrestricted areas and/or perform the work described above.

Person Performing Decontamination: _____

Signature of Supervisor/PI/Representative: _____

Equipment Release Information Call List	
Chemical Safety / Hazardous Waste	523-5903 / 523-1146
Radiation Safety	523-6109
Biological Safety	523-7268 / 523-4782
Building Material Safety	523-6435
Property Surplus Manager	523-6097
For emergencies involving the release of chemical, biological, or radiological materials, call 911	

***Please note:** In addition to this form, equipment previously used in Radiation areas must also be accompanied by a completed Radioactive area/article decommissioning log.

Equipment Release Procedure for Maintenance/Repair, Relocation, and/or Surplus

Purpose

These procedures apply to the safe maintenance or repair, relocation, or surplus of any NAU property which may have been exposed to various contaminants. These contaminants may include hazardous chemicals, radiological, or biological substances. Property includes all scientific/medical equipment and any office furniture/equipment or supplies that have been used in laboratories, clinical areas, animal care facilities or other potentially hazardous locations. Procedures are also specified for abandoned property. These procedures are intended for use by NAU employees involved in the oversight, maintenance and repair, decontamination, relocation and surplus of NAU property with the intent of maintaining a safe workplace and hazard-free equipment.

Property Maintenance/Repair, Relocation, or Surplus

All NAU property which may have been exposed to hazardous materials must be certified to be free of hazards with an Equipment Release Form completed by the last user or responsible party prior to:

- relocation on or off-campus
- maintenance or repair work by NAU staff or contractors
- release of the NAU property through NAU Property Surplus

Equipment Release Form

The NAU Equipment Release Form has been developed by Environmental Health & Safety (EH&S) in order to assure proper decontamination of NAU property, when needed, prior to release for maintenance or repair, relocation, or surplus through NAU Property Surplus. This form must be completed by the last user of the equipment or responsible person (departmental representative), and attached to the equipment prior to requests for maintenance or repair, requests for relocation or NAU Property Surplus pick-up. Surplus items may eventually be released for sale, or disposed as normal trash or scrap. In some cases, decontamination of equipment or property will be necessary. Decontamination processes are outlined within this procedure and are the responsibility of the department.

Abandoned Property

Abandoned property is defined as any property which is in an inappropriate location and has no known user. Abandoned property can cause space, security, and health and safety issues.

Supervisors/Principal Investigators/Departmental Representatives are responsible for keeping abandoned property from cluttering corridors and building areas. The NAU Fire Life Safety or EH&S or other responsible officials may require that abandoned property be moved when it impedes the normal flow of traffic, creates a hazard, or for other reasons.

Abandoned property will be identified with a sticker or form that indicates the property will be removed within one week if not claimed by the owner. Individuals marking abandoned property for movement must coordinate with EH&S concerning certification that the abandoned property is free from contamination or other hazards.

Chemical Decontamination:
Studies indicate that a large percentage of chemical contamination can be removed from environmental surfaces by scrubbing with detergent and water. As a general rule, this basic cleaning technique should be used for decontaminating the surfaces of scientific equipment which contain chemical residues. However, if the chemical is known to be extremely persistent and is more soluble in a non-aqueous medium, consider first wiping with an appropriate solvent, then washing with detergent and water.

Wear appropriate personal protective equipment, such as safety glasses, gloves, and lab coat to avoid unnecessary exposure to surface contaminants while cleaning. If the chemical contaminant is considered too toxic to risk exposure while scrubbing and rinsing, select and use a surface decontamination procedure in which the toxic material decomposes to form a safe product. EH&S can advise on effective in-situ destruction techniques for some chemicals.

If the chemical contaminant is considered hazardous and cannot be effectively neutralized on the surface of the equipment, any wash water resulting from scrubbing with detergent and water is to be treated as chemical waste and must be disposed of according to the guidelines of the EH&S hazardous waste disposal policy. Contact EH&S for information regarding the proper collection, labeling, and disposal of contaminated wash water.

These recommendations do not apply to the treatment of an overt spill of hazardous chemicals. Should a spill occur, call the NAU Police (3-3000) for assistance.

Radioactive Material Decontamination:
Before any property is permitted to be removed from a radioactive materials laboratory, whether or not labeled as contaminated, it must be surveyed using appropriate methods for the presence of radioactivity. If you have questions regarding appropriate monitoring methods, decontamination procedures, or how to handle a situation where contamination cannot be removed, please contact EH&S. Equipment may be decontaminated by one of the following methods. If these methods are not adequate contact EH&S.

Method #1: Tape patch for dry or localized contamination.
1. Place masking, adhesive, friction, or duct tape over the contaminated area.
2. Remove tape and dispose of as radioactive waste.
3. Repeat as necessary.

Method #2: Wiping or mopping of dust or accumulated contamination.
1. Wipe contaminated area with a wet mop, cloth, or towel.
2. A decontaminating agent or mild soap and hot water may be applied to mop, cloth or towel.
3. Rinse area with clean water.
4. Repeat as necessary.
5. Dispose of contaminated materials as radioactive waste.

Method #3: Detergents for nonporous surfaces with accumulated film contamination.
Apply detergents at full strength or per manufacture's recommendation. Application may be by the use of a mist applicator, using caution to prevent spread of contamination to other surfaces.
1. Vigorously wipe area with a towel/rag/brush being careful not to spread contamination.
2. Rinse area with clean water.
3. Repeat as necessary.
4. Dispose of contaminated materials as radioactive waste.

After monitoring to ensure that such items are free of radioactive contamination, any radioactive warning signs, labels, tape, or other indicators must be completely defaced or removed. Property must be tagged with a completed Equipment Release Form. Principal Users, as designated on the approved radioactive materials protocol, are to sign the certification tag for property that was formerly used with radioactive materials. Freezers, refrigerators, and centrifuges must be certified free of contamination by EH&S, call to make arrangements for this clearance.

Liquid Scintillation counters, gamma counters, and gas chromatographs with Ni-63 electron capture detectors require special procedures because they contain an internal radioactive source that must be removed prior to surplus. Although not all gamma counters have an internal radioactive source they all must undergo special clearance procedures before being moved. Contact EH&S to make arrangements for movement of this type of equipment.

Biological Decontamination:
All equipment used to handle or store biological agents or equipment located in a biological laboratory (e.g., freezers, incubators, centrifuges, etc.) must be decontaminated with bleach or another EPA-registered disinfectant http://www.epa.gov/oppad001/chemregindex.htm.
Wear appropriate personal protective equipment; such as safety glasses, gloves, and lab coat to avoid unnecessary exposure to surface contaminants while cleaning. Spray an EPA-registered disinfectant on the equipment. In most cases, a 1:9 bleach:water solution can be used to disinfect biological agents. Allow disinfectant to remain on the equipment for the appropriate contact time (at least 20 minutes). Remove the disinfectant from the equipment.

Biological Safety Cabinets:
Laboratory personnel are NOT permitted to perform or certify the decontamination of a biological safety cabinet that is being moved. A certified vendor must be contacted to conduct the decontamination process and certify the unit prior to moving.

Sharps:
Sharps (any object that can puncture or lacerate the skin, such as syringes, razor blades, glass and some plastics) pose both a physical and potential biological or chemical hazard depending on what they were used for. All sharps must be removed from equipment before it will be removed by Surplus Property employees or serviced by NAU or contractor maintenance personnel.