

Environment, Health & Safety

Checklist for “OK to Service” Certification of Equipment Containing Hazardous Chemicals and Biological Agents

In order comply with applicable federal and state regulations, all laboratory equipment to be serviced must be decontaminated prior to servicing. Please implement the checklist below to ensure the equipment is “OK to Service” safely.

Restricted Use Only: *Plan enough time to perform all necessary decontamination procedures on the restricted area(s) requiring access for service.*

- ___ a) Determine the restricted area(s) of the equipment that need(s) to be accessed for servicing. Specify the service requested on the Equipment “OK to Service” Certification Form.
- ___ b) If these area(s) contain(s) hazardous chemicals or biological materials, determine what can be disposed of (check for items which might have significant chemical degradation). Process disposal paperwork and have wastes removed by EH&S (829-2401). Follow your department’s procedures for disposing of Regulated Medical Waste for biological/medical waste.
- ___ c) Remove and properly store any hazardous chemicals to be saved.
- ___ d) The restricted area(s) for service must be free of all hazardous chemicals prior to certifying the equipment for restricted “OK to Service.” Decontaminate all area surfaces that the equipment repair worker may contact. In addition, chemical residues, stains, deposits, etc. on or in the restricted area(s) that are certified “OK to Service” must be removed, neutralized, or otherwise rendered non-hazardous to human health or the environment using appropriate chemical and physical methods.
- ___ e) **The equipment may not contain any Select Agent(s) (neither organisms nor toxins or materials of biological origin), viable organisms that must be handled at a Biological Safety Level (BSL) of 3 or 4; or any toxins that have an LD 50 (oral) of <100 ug/kg. For a list of applicable materials see the CDC website or contact EH&S.**
- ___ f) Decontaminate all area surfaces that the equipment repair worker may contact with appropriate solutions that are known to kill the organisms that may be present and/or inactivate the hazardous substances of biological origin.
- ___ g) If decontaminating agents may leave a corrosive or otherwise harmful residue, the surfaces must be rinsed clean of hazardous deposits.

- h) Final Equipment Survey - After restricted area(s) is(are) ready for certification, do a thorough survey of the restricted area(s) (restricted “OK to Service” internal and external surfaces, void spaces, etc.). Decontaminate “OK to Service” internal and external surfaces of the equipment before certifying the equipment as “OK to Service.” SPECIFY ON THE FORM THE DURATION THAT THE CERTIFICATION FORM WILL REMAIN IN EFFECT (start and finish dates). Affix Equipment “OK to Service” Certification form, with restricted areas that are “OK to Service” clearly stated, to the exterior of the equipment in a prominent location and certify that the equipment poses no hazard to human health or the environment.

Unrestricted Use Only: *Depending on the size of the equipment to be serviced for unrestricted use, plan enough time to perform all necessary decontamination procedures.*

- a) Specify the service requested on the Equipment “OK to Service” Certification Form. If the equipment (e.g., refrigerators, freezers, hoods, etc.) contains hazardous chemicals or biological materials, determine what can be disposed of (check for items, which might have significant chemical degradation). Process disposal paperwork and have wastes removed by EH&S (829-2401). Follow your department’s procedures for disposing of Regulated Medical Waste for biological/medical waste.
- b) Remove and properly store any hazardous chemicals to be saved.
- c) Equipment must be empty of all hazardous chemicals and biological materials prior to certifying the equipment for unrestricted use. In addition, chemical residues, stains, deposits, etc. on or in the equipment must be removed, neutralized, or otherwise rendered non-hazardous to human health or the environment using appropriate chemical and physical methods.
- d) Decontaminate all surfaces with appropriate solutions that are known to kill the organisms that may be present and/or inactivate the hazardous substances of biological origin.
- e) Final Equipment Survey - After all items are removed from the equipment, do a thorough survey of the equipment (all internal and external surfaces, void spaces, etc.). Decontaminate all internal and external surfaces of the equipment before certifying the equipment for unrestricted use. SPECIFY ON THE FORM THE DURATION THAT THE CERTIFICATION FORM WILL REMAIN IN EFFECT (start and finish dates).
- f) Affix Equipment “OK to Service” Certification form to the exterior of the equipment in a prominent location and certify that the equipment poses no hazard to human health or the environment.

Questions? Call EH&S 829-2401