

Notice Concerning Your Information

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information; and to have The University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (email:cfo@www.utexas.edu).

INSTRUCTIONS FOR COMPLETING THE FORM

1. This form should be used to clear all lab equipment that has the potential for contamination, e.g., chemical storage cabinets, fume hoods, refrigerators, centrifuges, ovens, countertops, and incubators. Remove everything from equipment that is being moved out of the lab or is having repair work done to it that requires accessing the storage compartment. If work is scheduled to be performed inside a chemical fume hood, everything must be removed from the hood as well as from the storage cabinet below and both areas need to be cleaned. **NOTE:** If after the equipment has been identified as cleaned by lab personnel and Physical Plant finds spilled chemicals or other forms of contamination in or on the equipment, the work will not be performed and an investigation will be conducted as to why the information was incorrect.
2. If the equipment is being removed from the lab: remove or deface all safety related, hazard warning, and inspection stickers from the equipment except for "radioactive" stickers.
3. Identify the equipment by providing description (e.g., refrigerator, fume hood, storage cabinets), location of the item, Manufacturer, Model#, Serial#, and UT ID#.
4. Indicate whether the form is going to surplus or for repair.
5. Check the appropriate box indicating whether or not the equipment has been used with radioactive materials, chemicals, or biological materials.
6. If the equipment was not used with chemicals, biological and/or radioactive materials, the equipment **must still be cleaned with a detergent solution**. Enter the date that the equipment was cleaned. Fax the form to Jennifer Root of EH&S at 471-6918 or send it through campus mail at C2600. The form will be faxed or mailed back to the lab personnel after EH&S has approved it. Then attach the completed form to the equipment. The equipment is then ready to be worked on or is ready for transport.
7. If the equipment was used with hazardous materials, indicate which type of material by marking the appropriate box and list the materials used.
8. For usage with chemicals or biological agents, list the name of the chemicals (especially chemicals which would leave hazardous residue, e.g., mercury, other metals, or other non-volatile chemicals) or biological agents and clean with the appropriate cleaning solution. Document the cleanup date and the cleaning solution used. Sign and date the form (don't forget the faculty member's signature), then send it to EH&S following instructions from # 6 above. If a variety of typical chemicals were used, fill in "normal chemical use." **If perchloric acid was used in a fume hood, do not complete the form but contact EH&S at 471-3511 for advice.**
9. For usage with radioactive materials, list the radioisotope(s) used and clean with the appropriate cleaning solution. Document the cleanup date and the cleaning solution used. The equipment must also be wipe tested by EH&S Radiation Section. E&HS will inform the lab of the results. If the equipment is determined to be free of radioactive contamination, this will be documented on the form. If the equipment is being removed from the lab, remove or deface all "radioactive" stickers from the equipment, after it has been cleared by E&HS. Sign and date the form (don't forget the faculty member's signature) and send it to EH&S following instructions from # 6 above.

NOTE: If you want this equipment removed, this form only clears the equipment for transport. You must still go through the normal channels of contacting Surplus Property (1-6859) for the transfer of the equipment to Surplus **or** Planning and Scheduling (1-7776) for relocation of the equipment.

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