

The Laboratory Equipment Decontamination process is now online. To ensure proper submittal of the Laboratory Equipment Decontamination form, please follow the steps below. Email EHS-labstaff@austin.utexas.edu with any questions.

Step 1: Laboratory Equipment Decontamination Form

Select [Laboratory Equipment Decontamination Form](#)

Equipment Decontamination for Maintenance or Sending to Surplus

Complete the [Laboratory Equipment Decontamination Form](#) before servicing or moving your equipment or selling, scrapping, or transferring equipment to another research laboratory, to verify that the equipment has been cleaned and is free of contamination. The following link provides instructions on completing the process necessary for EHS approval: [Laboratory Decontamination Form Instructions](#).

Complete all fields under the “Cleaner Information” and “Cleaning Information” sections.

Laboratory Equipment Decontamination Request

*Fields marked with * are required.*

Cleaner Information

Cleaner EID *	Cleaner Name *	Cleaner Title *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Q EID Lookup</small>		
Cleaner Phone *	Cleaner Department *	Cleaner Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cleaning Information

The equipment has been cleaned with *

Describe process and agent used which is suitable for deactivating/removing/disinfecting the hazardous materials *

Date Cleaned

Comments

Enter details for each piece of equipment and any materials used with the equipment. Multiple pieces of equipment located within the same room can be added by clicking on the **Add Equipment** button. Continue to select, **Add Equipment**, to attach additional piece of equipment as needed.

Equipment Details

Can "Add" multiple pieces of equipment but ONLY permitted if equipment is currently located in the same room AND ALL equipment is being sent to the same destination.

Manufacturer * Model Number *

Serial Number Equip. ID, Asset, or Property Tag

Equipment Description *

ALL equipment in this form has been used with all of the selected materials * (Select all that apply)

Chemicals (List high risk chemicals used or "normal", see instructions.)

Biological Agents (List biological agents used.)

Radioactive Materials/ Radiation-producing device (List radioisotopes used and/or number of x-ray tubes)

None of the above (Must still be cleaned with detergent solution.)

Add Equipment Add information for each piece of equipment

Step 4: File Uploads

Photos and other files can be uploaded to the system to assist with identification of equipment.

File Uploads

Please name file with the model number of the associated equipment.
Note: If there is an error in the form, you must reselect files. Files are only saved when submission is successful.

UPLOAD FILES (File Types: PDF, doc, docx, jpeg, gif, png)

Any file uploaded must not exceed 50MB.

Equipment Location

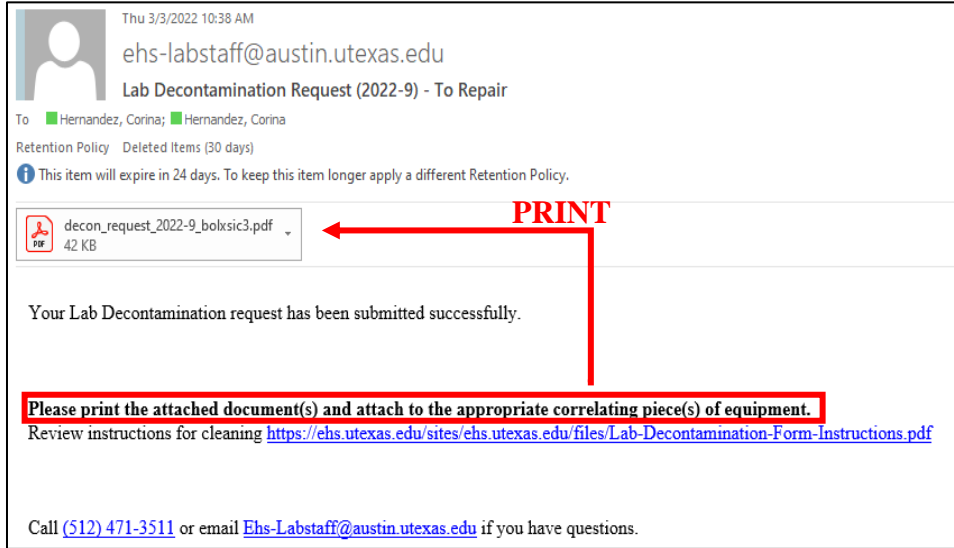
Location *

You must select the site, building, and floor.

Location Description *

Step 5: Submittal of the Decontamination Form

Upon selecting **Submit Request**, the recipient will receive an email with attachments. These attachments **must be printed and attached to each piece of equipment** identified in the Laboratory Equipment Decontamination Request.



Step 6: Completion and EHS Clearance

For large pieces of equipment with doors (e.g., refrigerators, incubators, ovens), EHS will apply an orange sticker (below) to seal the doors after the equipment has been decontaminated



For all other pieces of equipment, EHS will place a yellow sticker **at the bottom of the form**.



Step 7: Decontamination Completed and Equipment Ready for Next Steps

Once cleared by EHS the equipment is ready to be serviced, moved, sold, scrapped, transferred to another lab, sent to Surplus, etc. Note that the equipment **must not** be used by the lab after the sticker has been placed on the equipment to ensure the equipment is not re-contaminated. The sticker must be removed from the equipment after it is moved to another lab, is finished being serviced, etc., and is in use again.