

## EQUIPMENT RELEASE FORM

It is the responsibility of supervisors to ensure that any equipment and/or areas being serviced, disposed of, relocated, transferred, and/or decommissioned is appropriately cleaned and decontaminated prior to permitting any work by any service personnel (trades, movers, or external parties).

Complete the **Equipment Release Form** and attach the form to the equipment being serviced or provide the form directly to service personnel. Failure to complete this form or comply with this procedure will lead to refusal to access the area or handle the equipment involved.

Equipment Information	
Room Number:	Building:
Description of Equipment and Associated Area:	
Nature of Work	
<input type="checkbox"/> Service <input type="checkbox"/> Disposal <input type="checkbox"/> Relocation <input type="checkbox"/> Transfer	
Provide a brief description of the nature of work to be performed by the external party.	
Health and Safety Hazards	
Check the hazardous materials used with the equipment.	
<input type="checkbox"/> Biological <input type="checkbox"/> Chemical <input type="checkbox"/> Radioactive <input type="checkbox"/> Other	
Provide a brief description of the hazardous materials that could be present.	
List other known safety hazards associated with the equipment and work area.	
Has the equipment and associated areas been decontaminated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, describe the decontamination process employed. If no, explain why.	
List required personal protective equipment when handling and working with the equipment.	
<input type="checkbox"/> Cut-Resistant Gloves <input type="checkbox"/> Chemical Resistant Gloves <input type="checkbox"/> Eye protection <input type="checkbox"/> Foot Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Disposable Coveralls <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Other: _____ <input type="checkbox"/> None Required(Include Reason): _____	
List any specific health and safety precautions and procedures that must be adhered to.	
<b>I, as supervisor for this equipment and/or area being serviced, certify that the information provided in this form is correct to the best of my knowledge.</b>	
Name:	Signature:
Date:	Telephone Number:

\*When requesting services from Facilities, please include a copy of the completed **Equipment Release Form** with the request.



**SAFETY RESOURCES**

☎ 306-966-4675

✉ [safetyresources@usask.ca](mailto:safetyresources@usask.ca)

## Guidelines for Cleaning Equipment for Release

**Objective** – The Equipment Release Form and these guidelines are intended to protect the health and safety of all personnel from being exposed unnecessarily to equipment and associated areas that may contain hazardous materials or other safety hazards.

Common examples of equipment and associated areas that must be cleaned and decontaminated include biosafety cabinets, water baths, chemical storage cupboards, fume hoods, autoclaves, vacuum pumps, incubators, pipette washers, homogenizers, cage washers, shaker units, vortexers, sonicators, centrifuges, refrigerators, freezers, sinks and drains, etc.

Some types of areas that may require cleaning and/or decontamination include, roof venting areas, ventilation ducts, plenums, fume hood discharge areas, isolation rooms, animal rooms, radioactive work areas, chemical storage rooms, compressor rooms, refrigeration rooms, etc.

**Chemicals** – Wash down equipment and associated areas with an appropriate cleaning agent to remove any surface contamination. Neutralization may also be required. It is costly to do quantitative measurements on any surface for chemical contamination. Therefore, the decontamination procedure must be repeated at least three times to ensure contamination is minimized. Contact Safety Resources at 306-966-4675 for further guidance on chemical decontamination.

**Biological Materials** – Equipment used with any biological materials must be decontaminated with an appropriate disinfectant specific to the biological material. Refer to the biosafety plan under the biosafety permit for approved decontamination procedures. For example, 10% bleach, (composed of 1 part bleach and 9 parts water made fresh each time) with a contact time of a minimum of 20 minutes may be used for most biological materials. If unsure about which disinfection method to use, contact Safety Resources at 306-966-4675.

Always ensure biosafety cabinets are decontaminated before being repaired, moved, or decommissioned. Contact Safety Resources at 306-966-4675 for assistance.

**Nuclear Substances** – Equipment and associated areas contaminated with nuclear substances must be decontaminated in accordance with approved procedures under the nuclear substance permit. Prior to any service work, wipe tests must be collected and analyzed to confirm the equipment and associated areas are free from radioactive contamination. Contact Safety Resources at 306-966-4675 for further guidance on decontamination of nuclear substances.

For assistance with health, safety and environmental protection, please contact Safety Resources at 306-966-4675.



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