

LABORATORY CLEARANCE FOR FLOOR SERVICES

University of Maryland Baltimore

Instructions:

It is the responsibility of the principal investigator and research team to prepare laboratory areas for scheduled floor services so that they are an appropriately safe work environment for UMB Environmental Services staff. The following points should be addressed:

- **Clear the floors** to allow EVS full access, minimize physical hazards, and to prevent water damage to any equipment or materials.
- **Decontaminate any potentially hazardous surfaces** using the appropriate personal protective equipment and the methods described below. Verify lab personnel have appropriately cleaned any potentially hazardous spills prior to EVS entry.
 - **Chemical Hazards:** Chemical containers must be moved and stored away from the area where floor services are to be performed. Wipe surfaces and equipment that have come in contact with toxic/hazardous chemicals with a warm solution of soap and water. This may include fumehoods (inside and out), bench tops, floors, refrigerators and sinks.
 - **Biological Hazards:** Biohazard bins should be sealed and relocated or properly disposed (<https://www.umaryland.edu/ehs/hazardous-material-management/>). Any surface with which a biological hazard has come into contact must be decontaminated using an appropriate disinfectant, such as a 1:10 dilution of household bleach in water left on the surface for 15 minutes, then wiped off, or Wescodyne following manufacturer's recommendations. The surface must then be wiped with a 70% ethanol solution to remove residue and avoid potential corrosion. The principal investigator is responsible for verifying that the disinfectant used is appropriate for the inactivation of the agent in question.
 - **Radiological Hazards:** Contact Radiation Safety through EHS at (410) 706-7055 for proper decontamination procedures.
- **Laboratory animals should not be present** during floor services. Animal experiments should be rescheduled or, as permitted by your approved IACUC protocol, relocated. If animals must be present in the laboratory, schedule your floor services for another time.
- Make sure **laboratory personnel will not be present** during the scheduled times of service.

If you have any questions, contact EHS at ehsaudits@umaryland.edu or call (410) 706-7055 (x6-7055 from a campus phone).

LABORATORY CLEARANCE FOR FLOOR SERVICES

University of Maryland Baltimore

Complete this section after lab personnel have fully prepared the area to be safe for EVS staff. Post a signed copy on the laboratory door on the date of scheduled floor services. If you have any questions, contact EHS at (410)706-7055.

Name of responsible individual: _____

Contact person: _____

Email or phone (at least one required): _____

Building and Room Number (s): _____

Floor areas to be cleaned: _____

Reason for cleaning:

Risk of Contamination:

- I, _____ (enter name) confirm that this cleaning **IS NOT** to remove hazardous or infectious substances
- Any potentially hazardous materials have been removed (including waste)
 - Any biohazards, potentially infectious agents, and waste have been removed.
 - Any harmful aqueous solutions, buffers, acids, alkalis, or toxic chemicals have been removed from the laboratory floor.
 - No radioactive contamination or radioactive waste is present. (EHS has cleared)

Decontamination Statement:

I, _____ (enter name) hereby certify that all known biological, chemical and/or radiological hazards have been removed from the laboratory floor areas to be cleaned.

Signature of Responsible Individual: _____

Date: _____

Telephone No. of Responsible Individual: _____