

Removal of Hazards for Maintenance Services

University of Maryland Baltimore

Instructions

It is the responsibility of the principal investigator and research team to prepare laboratory areas for scheduled maintenance services.

When minor facility, maintenance, or housekeeping work needs to be completed in a laboratory area that contains potential work hazards, the areas must first be cleared of all hazards by laboratory personnel to protect the health and safety of all workers. Complete this form when facility, maintenance, or housekeeping work will be completed in your workspace, certifying that you have removed all potential hazards that may exist in the space. A completed signed form should be posted in the area of interest to indicate that hazards have been removed.

Work may be delayed if the work area has not been cleared appropriately. If you have any questions about what may constitute potential hazards that must be removed/moved/stored, please contact EHS at 6-7055.

Please ensure that in the area where work is to be carried out:

- Bottles and glassware have been removed from surfaces,
- Waste containers, sharps containers and biohazard boxes have been sealed and removed, or moved to another location away from the area,
- Surfaces that facilities staff or contractors may reasonably be expected to contact must be decontaminated as appropriate for the potential hazard:
 - **Chemical Hazards:** Chemical containers must be moved and stored away from the area where work is 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 fume hoods (inside and out), bench tops, floors, refrigerators, and sinks.
 - **Biological Hazards:** Biohazard bins should be sealed and relocated or properly submitted for disposal (<https://www.umaryland.edu/ehs/hazardous-material-management/>). All potentially contaminated surfaces 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 at (410) 706-7055 for instructions.

Upon completion of decontamination, please fill out the form below in its entirety. Post a signed copy on the door of the location that has been cleared.

Once work is complete, it is the responsibility of the principal investigator and research team to return materials and equipment to their former locations.

REMOVAL OF HAZARDS FOR MAINTENANCE SERVICES FORM
University of Maryland Baltimore

Name of responsible individual: _____

Contact person: _____

Email or phone (at least one required): _____

Building and Room Number (s): _____

Describe the area of work (fixtures, floors, plumbing, electrical, etc):

Statement of Removal of Hazards:

I, _____ (print name) hereby certify that all known biological, chemical and/or radiological hazards have been eliminated from the affected laboratory areas listed on this form. I further certify that all listed work areas have been properly decontaminated and cleaned and are ready for the entry of facilities management, maintenance staff, or environmental services staff.

Signature of Responsible Individual: _____ Date: _____

Telephone No. of Responsible Individual: _____