

# Equipment Hazard Tag

## Communication of Potential Hazards

This tag must be completed and affixed to equipment for any of the following:

- Removal for service or maintenance,
- Relocation or transportation from the area of use;
- Transferred equipment;
- Equipment designated out-of-service; or
- Equipment removed for storage, sale, or disposal.

This tag may also be used to identify potential hazards in vacated laboratories or other areas where potential chemicals, biohazard, or radioactive hazards exist.

Refer to Guidance on Completing the Hazard Tag

### A. GENERAL

DATE: \_\_\_\_\_ ROOM No.: \_\_\_\_\_  
 EQUIPMENT TYPE: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 PHONE / EMAIL: \_\_\_\_\_

### B. ENERGY CONTROL (Lockout)

- N/A (Equipment has no energy sources)
- Single Energy Source
- Multiple energy sources (Document procedure required)

### C. NO HAZARDS

- NO HAZARDS  
*The equipment poses no known or unknown chemical, biological, or radiation hazards.*
- Equipment Hazard Tag is completed –Complete and Sign **Section H**

### D. HAZARDS (Before Cleaning / Decontamination) (If hazards are unknown, decontamination is required. Contact EHS to discuss decontamination services 30 days prior to lab move.)

- Chemical Hazards – Complete sections F, G and H  
*Elements, compounds, or mixtures including products which pose potential physical or health hazards*
- Biohazards – Complete sections F, G and H  
*Infectious agents which present a potential risk of injury, illness, or death*
- Radioactive Material – Complete sections E, F, G and H  
*Material which by spontaneous disintegration emits potentially harmful rays or atomic particles*

Service or Maintenance Units should have standard operating procedures developed for addressing the hazard classes identified above. Additional information may be obtained from the contact person identified in section A.

### E. RADIATION

- If the item contains a radioactive sealed source, contact the Radiation Safety Officer (RSO) for proper handling procedures.
- Did the equipment contain a sealed source?  
 Yes\*       No  
 \*If yes, disposition of the source: \_\_\_\_\_
- Did the equipment come into contact with radioactive materials?  
 Yes\*       No  
 \*If equipment contained - or was in contact with - radioactive material:
  - It must be decontaminated (internally and externally).
  - A swipe test and a pancake probe survey shall be performed, if applicable, by lab personnel.
  - RSO should be consulted on how the survey is to be documented and to see if additional actions are needed.
- Does the equipment have any areas of non-removable contamination?  
 Yes\*       No  
 \*If yes, complete Section G below.
- Are specific procedures necessary for safe handling of equipment?  
 Yes       No
  - If specific procedures are necessary for safe handling, they must be attached to the tag & signed by RSO.

RSO Signature \_\_\_\_\_ Date \_\_\_\_\_

### F. EQUIPMENT CLEANING

EQUIPMENT OR ROOM HAS BEEN CLEANED / DECONTAMINATED TO APPROPRIATE LEVELS.  
 Yes       No – If no, note any special instructions in section G.

### G. SPECIAL INSTRUCTIONS

This equipment is still contaminated or has contaminated material which may be hazardous in extremely small quantities. Special precautions may be required to avoid contamination to other equipment or personnel.

N/A  
 Provide any special instructions here:  
 \_\_\_\_\_  
 \_\_\_\_\_

### H.

Move From:	To:
BUILDING:	BUILDING:
ROOM:	ROOM:

Once decontaminated by laboratory personnel and a signed certification form is affixed, the laboratory equipment may NOT be used.

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Signature of EHS Representative \_\_\_\_\_ Date \_\_\_\_\_

### NOTE:

- Hazard Tag must remain on equipment until returned to service.
- Hazard tags must not be removed from equipment in storage or from equipment which is to be destroyed.