



The “OK to Move / Repair” Label

One of the challenges on campus is the communication that lab equipment picked up, moved or repaired is safe for handling by campus non-lab service personnel.

Researchers and lab staff need a reliable, consistent way to communicate that an equipment item has been cleaned and made as safe as possible non-lab personnel to handle.

Non-Lab personnel, such as physical plant and campus services staff, deserve assurance that the equipment they move, repair or service is free from laboratory contaminants.

EH&S has developed a label to communicate this information in a simple, clear, easy to use way. The “OK to Move/Repair” label is designed to communicate that an item has been cleaned of laboratory contaminants and verified by the lab staff.

Cleaned • Decontaminated • Disinfected

Contact/Lab Name _____

Contact Phone _____

Building & Room _____

Boxes below must be checked :

No biological or biohazardous material

Does not contain chemicals

Never used with radioactive material

**OK to
Move / Repair**

Questions? Call UW EH&S Dept. at 265-5000

How To Use the OK to Move/Repair Label

- Clean the item** using appropriate methods to remove laboratory contaminants (such as cleansers, disinfectants, detergents, wipe downs, etc.)
 Check the boxes on the label to show cleaning is completed.
- Complete the label:**
 - Lab name or person name
 - Contact phone number
 - Building and room number
- Attach the label** to the cleaned item
- Submit** the cleaned & labeled item for move/repair
- Do NOT submit the item if:**
 - Item cannot be cleaned or lab contaminants cannot be removed for safe non-lab handling
 - Item has been used with radioactive materials at any time.
 Contact Radiation Safety radiationsafety@wisc.edu

This label indicates the item / equipment has been cleaned by lab staff and made as safe as possible to handle by non-lab personnel

How do I use the label?

Instructions for use are on the back of the label. Researchers and lab staff clean the equipment item before submitting it to be moved or repaired by non-lab staff. Remove any specimens, samples or containers of chemicals or biological material. Clean the item surfaces with disinfectant to remove any laboratory biological or biohazardous residues. Use a disinfectant that is appropriate for the biologicals used in your laboratory. The item should be clean enough to handle without wearing a lab coat or gloves. On the label, check the boxes to verify you have removed biological material, no lab chemicals are present and the item has not been used with radioactive materials. Add your lab’s contact information to the label and attach it to the equipment item. The item is OK to be moved, repaired, serviced or handled by non-lab staff.



Contact the appropriate service staff to pick up, repair or service the item. If applicable, you may need to move the item to a designated area in your building for service staff to access.

Labels have instructions for use on the back. Instruction posters are available and can be placed anywhere the labels are stored or used.

Labels and posters can be ordered on our website <https://ehs.wisc.edu/forms-manuals-signs/>

Is using the label more work for labs?

No. Laboratory staff and researchers know to clean laboratory contaminants from equipment and material leaving the laboratory. The “OK to Move/Repair” label simply shows these steps have been completed – check the label’s boxes as you check that the equipment is clean. And by putting the lab’s contact information on the label, the non-lab staff know who to contact if there are questions about the item they are handling.

When should this label be used?

Any time an item from your laboratory space will be handled by a non-lab individual or moved outside of your lab space, you can use this label to verify that the item has been cleaned and made as safe as possible to handle.

How do I get more labels or instructional posters?

More labels and copies of posters can be ordered from our website <https://ehs.wisc.edu/forms-manuals-signs/> . You can also contact your building manager to learn where the labels are available in your facility.

I have a broken freezer to be picked up for decommissioning and disposal by the physical plant, do I need to use the label?

Yes, please use the label. Once the freezer is cleaned and label information filled out, apply the label in an easy-to-see location on the freezer. When service staff come to pick up the freezer they will readily see the label and know they can proceed safely with their work. If there are any questions, the service staff can contact the lab using the information on the label.

What about lab equipment used with radioactive materials?

Do not use this label or submit the equipment to be moved, repaired or handled by non-lab staff until you have contacted the Office of Radiation Safety (ORS) radiationsafety@wisc.edu. The ORS has procedures which must be followed before this equipment can be cleared for handling.



What happens if I don't check all the boxes on the label for cleaning?

If the boxes aren't checked off for cleaning, then non-lab staff can't be sure the item is safe for them to handle. The label gives them the ability to contact the laboratory if they are unsure an item is safe to handle and they can follow up with you.

Do I need to apply the OK to Move/Repair label to lab items I discard?

No, do not use the label if you are throwing them away yourself. Simply clean the item as you normally would to remove laboratory contaminants prior to disposal. If the item has been used with radioactive materials, you must contact the Office of Radiation Safety for disposal information. If non-lab staff will be disposing of the item after you have cleaned it, then the label can be used to show it has been cleaned for them to handle safely.

Do I need to apply the OK to Move/Repair label to biohazardous waste bags, medical sharps containers, animal waste or surplus chemicals for pick-up?

No. Do not use the label for these materials. These materials have established disposal methods on campus. Information is available on the EH&S website

www.ehs.wisc.edu/disposal-services/

Biohazardous waste <https://ehs.wisc.edu/biological-waste-disposal/>

Sharps disposal <https://ehs.wisc.edu/sharps-disposal/>

Animal waste and chemical disposal/surplus <https://ehs.wisc.edu/disposal-services/>

Our Biosafety Cabinet needs to be moved, repaired or certified. Do I use the label on my BSC before it is serviced?

No. The Biosafety Cabinet Certification team has existing methods for assessing BSCs in need of service, so you would not use the OK to Move/Repair label for a BSC.

BSC information can be found at <https://ehs.wisc.edu/biological-safety-cabinets/>

Does the label have a place where I can request the service I need for my equipment item?

No. This label only communicates that the lab staff has completed the usual appropriate cleaning so that the non-lab or service staff handlers know they are safe to handle the equipment without concern of laboratory contaminants.

After I apply the label, is there a number for me to call to have the equipment moved or repaired?



No. The label isn't for ordering services or repair. It only communicates that the item is clean to be handled by service or repair staff. You will need to separately contact the appropriate campus group for your equipment move, pick up, repair or service.

When can the label be removed?

The label should come off the item when it is put back into laboratory use or into a laboratory space where biological or chemical materials are used. The label can come off any time, but if it will be handled by non-lab staff or handled without lab PPE, then it makes sense to leave the label in place to show the item is clean.

I'm having my equipment serviced while it is still in the lab, can I use this label?

Sure. You can use the label to communicate with service personnel that an item has been cleaned prior to servicing. However, it cannot be completely clean of contaminants when still in the laboratory, so you must notify the non-lab personnel of your laboratory's risks and provide appropriate PPE for your lab space.

We have unused lab equipment we want to move to an empty room nearby for storage. Can the label be used for this?

Lab equipment in storage outside should be cleaned when removed from the lab, so, YES, the label can be used in this way. Additionally, the contact information on the label identifies which lab cleaned and placed the item into storage.

Does the label show that the equipment item is free from all hazards?

The OK to Move/Repair label only communicates that the item is free from laboratory contaminants (biological, chemical, radiological only). There are many different hazards an equipment item can pose and these are hazards are not indicated by this label. Examples include electrical, sharp components or edges, batteries, lead, heat, or broken glass.

A wall in our laboratory is being repaired. Should we use the label on the wall?

No. This label is designed for use on laboratory items and equipment and not for structural or building components. Other safety practices are in place for this type of work done in laboratory areas or buildings. Contact EH&S Building Safety if you have questions.