

Health and Safety Office

Contaminated item clearance permit

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1. Scope

This template allows personnel to determine the risks and control measures associated with the removal of specified items from a hazardous area where they have been exposed to biological or chemical materials or radioactivity.

1. Introduction

Before items can be released from a hazardous area for servicing, maintenance, repair or disposal the likelihood of contamination with hazardous biological, chemical or radioactive material must be assessed and the appended permit template could be used to assist in this task. It can also provide information on decontamination to anyone subsequently handling the items, any residual contamination and control measures that should be taken. This task must be undertaken by or with the person responsible for health and safety within the area housing the item and, in the case of radioactive contamination, the appropriate Radiation Protection Supervisor.

The appended permit template covers biological and chemical contamination and also incorporates and supersedes the radioactivity clearance certificates RP15 and RP15a.

* A permit should accompany items when they leave the hazardous area.
* Items should be stored in a secure and clean location.
* Suppliers should be provided with a copy of this permit in advance of the items being collected or serviced so that any precautionary measures can be discussed and implemented if necessary.
* Any transport of items away from University premises must be undertaken in accordance with the relevant regulations covering the carriage of dangerous goods if applicable.

# University of Bristol logo

# Contaminated item clearance permit

## Permit ref. (optional):

## School or service name:

## Permit issued to:

## Person responsible for the items:

## Location of items (e.g. room):

## Details of items:

| 1. Description (make, model, function etc.):
 |
| --- |
|  |
| 1. Serial number (s)
 |  |

|  |
| --- |
| 1. Person who completed this permit (item owner):
 |
| I confirm that the details contained in this permit are accurateSigned: …………………………Print: ……………………Position: ………..……................Date: ………………….. |
| 1. School or service representative issuing this permit (e.g. RPS, SSA, PI, lab manager). The RPS should also sign where radioactive contamination was a hazard. The ultimate responsibility for compliance is determined by the health and safety management hierarchy for the area (e.g. Head of School).
 |
| I have issued the above permit and ensured that the necessary decontamination procedures have been taken to allow the items to leave the hazardous area. However, additional control measures have been described for handling the items where complete decontamination has not been possible.Signed: …………………………Print: …………………………. Date: …………….. Please make sure that items are stored such that they are not exposed to further contamination before hand-over |
| 1. Competent person carrying out or leading the works (e.g. Sustainability, contractor)
 |
| You should read the information contained in this permit and discuss any details that you do not understand or that give you cause for concern with the persons named above in box 3 or 4. You should ensure that any information and control measures specified for handling the items covered by this permit are incorporated into your own risk assessments and operating procedures.  |

# Select and complete hazard, risk and control measure details as they apply to the items listed.

## The items to which this permit relates may have been exposed to hazardous materials. The likely contaminants are:

* Radioisotopes
* Hazardous chemicals
* Other (give details):
* Clinical material (human or animal)
* Biological agents and GMOs (e.g. viruses, bacteria, fungi, cell cultures etc.)

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## Decontamination procedure and risk assessment for handling the items

|  |
| --- |
| Decontamination procedure: |

As a result of this procedure:

* + Complete decontamination has been possible. The items are free from contamination including fixed or loose detectable alpha/beta radioactivity. No further control measures are required to protect against contamination when handling this equipment. No further details are required.

**OR**

* + Complete decontamination could not be achieved and there may be some residual contamination and further control measures are advised to protect against contamination when handling the items as detailed below:

|  |
| --- |
| Residual contamination: |

|  |
| --- |
| The following precautions are advised when handling the items: |

Attach further sheets as required. Number of extra sheets attached: