

Glass Shop Repair Work Submission Procedure:

- 1) The glassware must be clean. It should be first cleaned in accordance with EH&S guidelines for Equipment Service Release Procedures.
[Guidelines](#) [Checklist for Chemical/Biological Exposure](#) [Checklist for Radiation Exposure](#)
- 2) It is necessary that the glassware be not only clean, but also free of all residual grease. There are several different methods to clean grease (especially silicone grease) residue from glassware published by various glassware suppliers.
- 3) Fill out and attach EH&S Equipment Servicing Form EC-2 to the equipment.
[Form EC-2](#)
- 4) Fill out [Work Submission Form](#), be sure to:
 - a. Include the **account number** to be charged. Department of Chemistry PIs may use ALLOCATION as the account number.
 - b. Have the **Principle Investigator Sign**.
- 5) Drop the equipment off, with all paper work to the Glass Shop (NSC 115) during posted consulting hours.