



## LABORATORY EQUIPMENT DECONTAMINATION GUIDELINES

**INSTRUCTIONS:** A laboratory employee knowledgeable of the hazardous materials used in the equipment must prepare the equipment according to the instructions below, complete the form on page 2, and tape to the front of the unit to verify it is safe to handle.

**COPY JABSOM EHSO ON ALL WORK ORDER REQUESTS FOR MAINTENANCE WORK OCCURRING IN THE LAB TO ENSURE FACILITIES MAINTENANCE STAFF CAN WORK SAFELY IN THE LAB. MAINTENANCE WORK MAY NOT OCCUR DURING ACTIVE MANIPULATION.**

### **EQUIPMENT USED TO PROCESS OR STORE CHEMICALS (e.g. Chemical Fume Hoods)**

Safely remove all chemicals from the equipment. Collect the material for reuse or for hazardous waste disposal. If applicable, use an inert liquid to purge or rinse out chemical residue. In some cases, rinsate will need to be disposed of as hazardous waste. Call JABSOM EHSO with questions regarding hazardous waste disposal of chemicals and/or rinsate.

Contaminated refrigerators, ovens and other equipment with non-permeable surfaces must be decontaminated by scrubbing with warm soapy water. Call JABSOM EHSO for more specific information about decontamination.

Before Facilities personnel work inside a fume hood, the researcher must remove all containers from the fume hood and thoroughly wash interior surfaces with warm, soapy water. Complete the form on p. 2 and tape to the front of the unit.

### **EQUIPMENT USED TO PROCESS OR STORE BIOLOGICAL MATERIAL (e.g. Biosafety Cabinets, Centrifuges, Incubators)**

Remove biological material from the equipment. Decontaminate with an appropriate disinfectant and allow for adequate contact time. Clean the equipment with warm, soapy water and scrub as necessary. If bleach is used, it may be necessary to rinse the metal surfaces with water or 70% ethanol, as bleach will corrode the metal. Complete the form on p. 2 and tape it to the front of the unit. Contact the JABSOM Biosafety Officer at 692-1853 for assistance.

### **EQUIPMENT USED TO PROCESS OR STORE RADIOISOTOPES**

A thorough radiation survey of all accessible surfaces must be performed with an appropriate instrument. If radioactive contamination is detected, the equipment must be cleaned until a survey shows that contamination has been removed or meets an acceptable level per UH Radiation Safety Program. Contact the UH Radiation Safety Office (956-6475) regarding decontamination procedures.

## **REQUIREMENTS FOR LABORATORY EQUIPMENT DISPOSAL**

1. The equipment must be cleaned and decontaminated inside and out so that it is safe to handle by Facilities or contractors without using personal protective equipment (e.g. gloves).
2. If the equipment contains hazardous or regulated components, e.g. coolant from a refrigerator, mercury containing bulbs from a microscope, oil from a vacuum pump, contact JABSOM EHSO about the safe removal of these components.
3. All labels, signage, and hazard warnings (e.g. universal biohazard symbol) must be removed or defaced.
4. If the unit is on the UH Inventory, complete the process to remove unit from the inventory and remove inventory decals.

Once the above tasks have been completed, contact JABSOM EHSO to determine how to proceed.

Note: In most cases, electrical equipment **may not** be discarded in the normal trash or the trash compactor.

**IF THE EQUIPMENT CANNOT BE DECONTAMINATED OR HAZARDOUS/REGULATED COMPONENTS CANNOT BE REMOVED, CONTACT JABSOM EHSO.**



## NOTICE OF LABORATORY EQUIPMENT DECONTAMINATION

Contact Name:	Phone:
Department/PI:	Location of Equipment:

<b>EQUIPMENT</b> (e.g. Microwaves, Freezers, Incubators, Water Baths, Centrifuges, Fume Hoods, Biosafety Cabinets) The following equipment was decontaminated according to the guidelines on p. 1.		
Type of Equipment:		
Make:	Model No.:	Serial No.:
Decontamination Method:		
Decontamination Date:		

<b>HAZARDS</b> To the best of my knowledge: the following hazardous materials were used and/or stored in the equipment: (check all that apply)
<input type="checkbox"/> Radiologicals (list):
<input type="checkbox"/> Biohazards (list):
<input type="checkbox"/> Chemicals (Toxics/Poisons/Reactives) (list):

<b>CHEMICAL FUME HOODS (FH) &amp; BIOSAFETY CABINETS (BSC)</b> The following actions were taken to prepare the FH or BSC for repair/maintenance/certification:			
<input type="checkbox"/> Stopped all experiments and/or manipulations in the FH or BSC	<input type="checkbox"/> All materials and apparatus have been removed from the interior	<input type="checkbox"/> All surfaces (interior and exterior) have been properly decontaminated	<input type="checkbox"/> Obstructions have been removed to allow access to the FH or BSC

<input type="checkbox"/> The equipment to be serviced must not be used until repair/maintenance is complete.
<input type="checkbox"/> The equipment to be disposed of has been removed from the UH Inventory.
<input type="checkbox"/> The equipment to be serviced must not be used until repair/maintenance is complete.

<i>I have removed all known hazardous materials from this equipment. All exposed surfaces have been cleaned and decontaminated. I have prepared the equipment or FH/BSC according to the guidelines on p. 1. To the best of my knowledge, this equipment is safe to handle and does not pose a hazardous materials risk to personnel.</i>	
Name (print)	Phone
Signature	Date