

APPENDIX O - Requirements for Laboratory Equipment Decontamination

Any laboratory equipment contaminated or potentially contaminated with biological material, chemicals, or radioisotopes must be decontaminated prior to delivery through Moving and Surplus (University Stores/Warehouse Operations). All equipment must be in a clean, sanitary condition before pickup, even if it was not used with radioactive, chemical, or biological agents. In addition, a "Laboratory Equipment Decontamination Form" must be completed and affixed to the item.

Items requiring decontamination include (but are not limited to):

1. Animal cages and equipment
2. Biological safety cabinets
3. Centrifuges
4. Freezers
5. Fume hoods
6. Glove boxes
7. Incubators
8. Ovens
9. Refrigerators
10. Shakers
11. Sinks
12. Storage cabinets
13. Water baths

The following items CANNOT be accepted for Surplus (contact Environmental Health & Safety, 774-7398, for guidance on proper disposal of items):

1. Chemicals
2. Capacitors, Transformers
3. Gas cylinders, pressurized containers/vessels
4. Instruments containing mercury
5. Materials containing asbestos, including, but not limited to: autoclaves, laboratory ovens, fire proof file cabinets
6. Any equipment containing a radioactive source
7. Gas chromatographs
8. Germicidal UV lamps
9. Lasers
10. Scintillation counters
11. X-ray equipment
12. Any item with a radioactive sticker
13. Any refrigerator or freezer that was used to store anything except food and beverage.

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 with small amounts of warm detergent water to avoid splash. Blot dry with paper towels. Commercial radiation decontamination solutions containing chelating agents may be helpful. Contact the Radiation Safety Officer at 774-4189 for assistance with decontamination and to ensure contamination has been removed to an acceptable level.

Equipment used to process or store chemicals

Safely remove, drain, or discharge chemicals from the equipment. Collect the material for reuse or for hazardous waste disposal. If applicable, use an inert gas or liquid to purge or rinse out chemical residues. In some cases, rinsate will need to be disposed of as hazardous waste as well. Call Environmental Health & Safety (EHS) at 774-7398 for more specific information about decontamination, or with questions regarding hazardous waste disposal of chemical and/or rinsate.

Contaminated refrigerators, ovens and other equipment with non-permeable surfaces must be decontaminated by scrubbing with warm soapy water.

Equipment used to process or store biological material or animals

Remove biological material from the equipment. Clean the equipment with warm, soapy water and scrub as necessary. Sanitize with a 1:10 bleach solution. After 10 minutes contact time, rinse metal surfaces as bleach is corrosive. For biological safety cabinets, call the Biosafety Officer at 774-3279 to schedule decontamination procedures.

**Central Michigan University
Laboratory Equipment Decontamination Form**

After cleaning, attach this form to the equipment.

Contact Name	
Phone Number	
Department	
Building/Room	
Equipment Description	
Manufacturer, Model #, Serial #	
CMU Tag#	

This equipment is going:

- To Surplus For Repair To Salvage To a New Location: _____

This equipment:

- has never been used with radioactive materials, chemicals, or biological agents/animals.
(NOTE: must still be cleaned with detergent solution.)
- has been used with the following materials:
- Chemicals (list chemicals used) _____
 - Biological Agents/Animals (list biological agents/animals used) _____
 - Radioactive Materials (list radioisotopes used) _____

The above named equipment has been cleaned with:

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(Describe process and agent used which is suitable for deactivating/removing/disinfecting the hazardous materials.)

Printed Name and Title of Person Doing the Cleaning	
Signature	
Printed Name of Department Chair/Director	
Signature	
Comments	
Date	
Phone Number	

Call Environmental Health & Safety, 774-7398, if you have questions about completing the form.