

Appendix E: Preparing Lab Equipment for Service or Disposal

Laboratory equipment can potentially be contaminated with biological material, chemicals or radioisotopes. The equipment must be cleaned/decontaminated to protect workers servicing the equipment, the environment or the public purchasing surplus equipment. Examples of equipment which must be decontaminated to assure the removal of hazardous materials prior to servicing or disposal include:

Centrifuges	Incubators	Fume Hoods
Cryostats	Ovens	Refrigerators
Freezers	Sinks	Warm Rooms*
Tanks*	Biological Safety Cabinets	Walk-in Refrigeration Units*
Other storage cabinets, lockers, bins used to store hazardous materials		

* potential confined space

The exact decontamination procedure will be dependent upon equipment use.

The laboratory is responsible for assuring equipment is decontaminated before services or disposal.

Some laboratory equipment can contain materials which present hazards to repair personnel and/or the environment. Examples include fluorescent light ballast which may contain PCB's or thermometers which contain mercury. These items may have to be disposed of as chemical waste.

It is the laboratory's responsibility to assure that the equipment is cleaned and that the non-laboratory staff are informed of the potential hazards present. UoW Form 1803, Notice of Laboratory Equipment Decontamination is to be attached to the decontaminated equipment.

Physical Plant maintenance personnel will not service laboratory equipment unless a completed [Notice of Laboratory Equipment Decontamination](#) form (UoW Form 1803) is attached to the equipment.

Always use appropriate personal protective equipment (PPE) when working in the laboratory and make sure that non-laboratory personnel use appropriate PPE when working in your laboratory. Remember to prepare a working area which is clean, free of hazards, with enough space and easy access around equipment for non-laboratory personnel who must enter the lab to work on or remove equipment. Mop the floors with detergent cleaner if workers have to crawl on the floor. Remove hazardous items stored near, on or under the equipment so workers have access.

Equipment Used to Process or Store Biological Material

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. If you have questions, contact the EH&S Occupational Health and Safety Office at 206-543-7388.

Contact EH&S Facilities Safety Office to decontaminate biological safety cabinets at 206-543-9510.

Other Use of Laboratory Equipment

Contact the EH&S Radiation Safety Office (206-543-0463) prior to servicing or removing equipment containing sealed radiation sources (gas chromatographs, liquid scintillation counters, etc.), x-ray equipment, lasers, or equipment producing non-ionizing radiation (UV radiation). This office can also provide information on the decontamination of equipment used to store or process radioisotopes.

Contact the EH&S Environmental Programs Office (206-685-2848) prior to servicing or removing equipment/instruments containing mercury (thermometers, baumanometers [blood pressure devices], hygrometers, etc.), gas cylinders, equipment containing capacitors, small transformers containing PCB's, fluorescent light ballast or pressurized containers and vessels. This office can also provide information on decontamination of equipment used to store or process chemicals.

Contact the EH&S Facilities Safety Office (206-543-9510) prior to service on or removal of equipment containing asbestos. Fume hood liners, ovens and older counter tops could contain asbestos.

Contact the EH&S Occupational Health and Safety Office (206-543-7388) prior to sanitizing large tanks, walk-in refrigeration/freezer units or warm rooms which have failed, as these units can potentially be confined spaces.

Attach the [Notice of Laboratory Equipment Decontamination Form](#) to the equipment which will be serviced or surplus.

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