

Requirements for Laboratory Equipment Decontamination

Any laboratory equipment contaminated or potentially contaminated with biological material, chemicals, or radioisotopes must be decontaminated prior to Moving and Procurement Services moving the equipment. 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. This includes equipment used in Earth and Environmental Sciences for processing or storing geological materials or inert soils (non-biologically active). Items requiring decontamination include (but are not limited to):

Animal cages and equipment	Refrigerators
Biological safety cabinets	Shakers
Centrifuges	Sinks
Freezers	Storage cabinets
Fume hoods	Water baths
Glove boxes	Gas chromatographs
Incubators	Spectrophotometers
Ovens	

The following items CANNOT be accepted for surplus without additional evaluation by EHS at 885-2395:

1. Instruments containing or contaminated with mercury
2. Materials containing asbestos, including, but not limited to: autoclaves, laboratory ovens, fire proof file cabinets
3. Any equipment containing a radioactive source
4. Lasers
5. Scintillation counters
6. X-ray equipment
7. Any item with a radioactive sticker or biohazardous label
8. Equipment used to process or store radioisotopes.
9. Biosafety cabinets

Decontamination procedures:

A. Equipment used to process or store chemicals in a laboratory:

1. 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 and cleaning wipes will need to be disposed of as hazardous waste as well.
2. Remove any disposable contaminated parts of the equipment and dispose of appropriately – tubing, columns, etc. Wipe down non-permeable surfaces by washing with warm soapy water or appropriate solvent.

3. Remove or deface CSUEB applied warning labels. DO NOT remove any manufacturer's labels.

B. Equipment used to process or store biological material or animals:

1. 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 well - bleach is corrosive. Contact EHS for Biosafety Cabinets – sterilization may be required.
2. Remove or deface CSUEB applied warning labels. DO NOT remove any manufacturer's labels.

C. Equipment used to process or store geological materials or inert soils (non-biologically active):

1. Test for radioactivity. If more than 2 times background, contact EHS.
2. Remove any residual rock or soil by wet wipes. Remove any dust with a HEPA vacuum
3. Clean the equipment with warm, soapy water.
4. Remove or deface CSUEB applied warning labels. DO NOT remove any manufacturer's labels.

CSUEB Laboratory Equipment Decontamination Form

After cleaning, attach this form to the equipment. Call Environmental Health & Safety, 885-2395, if you have questions about completing the form.

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

This equipment is going: To Surplus, For Repair, To Salvage

To a New Campus Location: _____

This equipment:

has never been used with radioactive materials, chemicals, or biological agents/animals.
(NOTE: must still be cleaned with detergent solution.)

Hazardous components (laser, UV light, etc) _____

has been used with the following materials (use add pages if needed):

Chemicals (list hazardous chemicals used): _____

Biological Agents/Animals (list biological agents/animals used): _____

Radioactive Materials (list radioisotopes used) _____

The above named equipment has been cleaned with: (Describe process and agent used which is suitable for deactivating/removing/disinfecting the hazardous materials.)

Name and Title of Person Doing the Cleaning and Date:

Printed Name and Signature of Professor (Equipment Owner) and Date:

Approved by EHS – Name, Signature and Date: