

<b>SUBJECT:</b> Laboratory Decontamination Procedures	<b>Effective Date:</b> 3/6/2012	<b>Procedure Number:</b> FS2012 EHS0003	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 4
	<b>Responsible Authority:</b> Director of Environmental Health and Safety		

**APPLICABILITY/ACCOUNTABILITY:**

The procedures described here are to be used for the decontamination of laboratory fixtures and equipment prior to maintenance activities, relocation, transferring ownership, or disposal.

Environmental Health and Safety (EHS) will provide proper guidance for decontamination activities and will issue decontamination clearance for equipment found to be compliant with these procedures.

Each Department is responsible for ensuring that all Principal Investigators follow these procedures. Departments are ultimately responsible for the clearance of laboratory space and equipment of Principal Investigators that have left the University of Central Florida (UCF). However, Principal Investigator(s) are primarily responsible for following these procedures.

Facilities Operations, Facilities Planning, and Outside Contractors must not work in laboratories or on equipment that have not been cleared. Cleared laboratory equipment will have a Clearance Form, signed by EHS, attached.

**PROCEDURE STATEMENT:**

A laboratory employee knowledgeable of the hazardous materials used in the laboratory and/or equipment must prepare the equipment according to the instructions below, complete the form on page 4, and tape it to the decontaminated fixtures and/or equipment as verification that it is safe to reassign and/or handle.

Inform UCF EHS of all work order requests for maintenance work occurring in the lab to ensure Facilities Maintenance Staff can work safely in the lab. Maintenance work cannot occur during active manipulation of hazardous materials.

**PROCEDURES:**

1. **Equipment and fixtures used to process or store chemicals (e.g. chemical fume hoods, refrigerators, storage cabinets)**
  - 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 EHS 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 EHS 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. 4 and tape to the front of the unit.
- Before a laboratory can be closed out and signed off on, all fixtures, cabinets drawers, and preparation areas for chemicals must be decontaminated with warm soapy water, and the form on p.4 must be completed and taped to the areas that were decontaminated.
- Contact the UCF Chemical Hygiene Officer for assistance (3-5498).

## **2. Equipment and fixtures 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 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 and/or 70% ethanol, as bleach will corrode the metal. Complete the form on p. 4 and tape it to the front of the unit.
- Before a laboratory can be closed out and signed off on, all fixtures, cabinet drawers, and preparation areas for biological must be decontaminated with appropriate disinfectant and allowed adequate contact time.
- Clean areas with warm soapy water and, if bleach is used, it may be necessary to rinse the metal surfaces with water and / or 70% ethanol. The form on p.4 must be completed and taped to the areas that were decontaminated.
- Contact the UCF Biosafety Officer for assistance (3-2605).

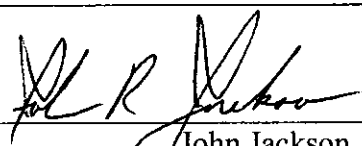
## **3. Equipment and fixtures used to process or store radioisotopes**

- A thorough radiation survey of all accessible surfaces must be performed with an appropriate instrument and swipes and recorded on form RC-14.

- 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 the Radiation Safety Manual.
- Before a laboratory can be closed out and signed off on, all fixtures, cabinets drawers, and preparation areas for radioisotopes must be decontaminated with appropriate cleaner provided by the Radiation Safety Officer, and the form on p.4 must be completed and taped to the areas that were decontaminated.
- Contact the UCF Radiation Safety Officer for assistance (3-0071).

**4. Requirements for laboratory equipment disposal**

- The equipment must be cleaned and decontaminated inside and out so that it is safe to handle by Facilities Operations or contractors without the use of personal protective equipment (e.g., gloves).
- If the equipment contains hazardous or regulated components, e.g., coolant from a refrigerator, mercury containing bulbs from a microscope, or oil from a vacuum pump, contact EH&S about the safe removal of these components.
- All labels, signage, and hazard warnings (e.g., universal biohazard symbol) must be removed or defaced.
- If the unit is on the UCF Inventory, complete the process to remove unit from the inventory and remove inventory decals.
- Once the above tasks have been completed, contact EHS to determine how to proceed.
- Note: In most cases, electrical equipment **may not** be discarded in the normal trash.
- **IF THE EQUIPMENT CAN NOT BE DECONTAMINATED OR HAZARDOUS/REGULATED COMPONENTS CANNOT BE REMOVED, CONTACT EHS.**

Approved By:	Date Approved:
 John Jackson Interim Director Environmental Health & Safety	3/6/12

### NOTICE OF LABORATORY AND/ OR EQUIPMENT DECONTAMINATION FORM

<b>Contact Name:</b>		<b>Phone:</b>	
<b>Department/ PI:</b>		<b>Location of Equipment:</b>	
<b>LAB EQUIPMENT/ SURFACES (e.g. Microwaves, Freezers, Incubators, Water Baths, Centrifuges, Fume Hoods, Biosafety Cabinets, Counter tops, Cabinets, Drawers)</b>			
<b>Type of Equipment:</b>			
<b>Make:</b>	<b>Model No.:</b>	<b>Serial No.:</b>	
<b>Decontamination Method:</b>			
<b>Decontamination Date:</b>			
<b>HAZARDS: To the best of my knowledge, the following hazardous materials were used and/or stored in the equipment that was decontaminated according to the guidelines on page 1-3.</b>			
<input type="checkbox"/> <b>Radiological (list):</b>			
<input type="checkbox"/> <b>Biohazard (list):</b>			
<input type="checkbox"/> <b>Chemical ( Toxics/ Corrosives/ Reactives) (list):</b>			
<b>Chemical Fume Hoods (FH) &amp; Biosafety Cabinets (BSC) &amp; Bench Tops (BT) <u>Only</u></b>			
<b>The following actions were taken to prepare the FH, BSC, or BT for repair/maintenance/Certification:</b>			
<input type="checkbox"/> <b>Stopped all experiments and or manipulation in the FH, BSC, or BT</b>	<input type="checkbox"/> <b>All materials and apparatus have been removed from the interior</b>	<input type="checkbox"/> <b>All surfaces (interior and exterior) have been properly decontaminated</b>	<input type="checkbox"/> <b>Obstructions have been removed to allow access to the FH, BSC, or BT</b>
<input type="checkbox"/> <b>The equipment to be serviced must not be used until repair/maintenance is complete.</b>			
<input type="checkbox"/> <b>The equipment to be disposed of has been removed from the UCF Inventory.</b>			

*I have removed all known hazardous materials from this equipment. All exposed surfaces have been cleaned and decontaminated. If applicable, I have prepared the equipment or FH/BSC/BT according to the guidelines on page 1-3. To the best of my knowledge, this equipment is safe to handle and does not pose a hazardous materials risk to personnel.*

**Name: (print)**

**Signature:**

**Date:**