

PROCEDURE FOR DECONTAMINATION FOR MAINTENANCE, REPAIR, OR SURPLUS

It is the responsibility of the department and/or user to follow these procedures for disposal, repair, or maintenance of research equipment or facilities.

Potentially contaminated equipment is not to be removed from the laboratory for repair, servicing, cleaning, or to surplus property until decontamination has been performed.

Before proceeding with the decommissioning procedure, the laboratory personnel must determine the materials currently and previously used or stored in the instrument/equipment and whether any spills occurred. Visually examine the equipment for any evidence of spills, such as damage to the inner surfaces.

Decontamination of areas/equipment must be accomplished by at least the following:

1. The item/area to be serviced must be cleaned of all visible residue and encrusted material whenever reasonably possible.
2. Where there is the potential for hazardous non-visible chemical contamination, it may be necessary to use pH test strips, peroxide test strips or other indicators to verify that no contamination is present.
3. For items used with radioactive materials, contact Radiation Safety to schedule a survey. No radioactivity may be detected with survey equipment or swipe tests.
4. Where infectious/biohazardous materials were used, disinfect all surfaces with an effective disinfectant.
5. When hazards have been successfully removed by decontamination, remove all hazard warning labels or signs. If decontamination is not possible, remove gross contamination and maintain appropriate warnings. Written notification must be received by EH&S.
6. If a University Asset Tag is on the item, please remove and complete the Controller's Office "[Asset Disposal Form](#)". The forms may be obtained from their webpage.
7. If an item is to be removed by Facilities Management, or their contractor, fill out and attach the "Equipment Moving Certification Form" available on the Facilities Management website.

Note: For areas/labs for remodeling or repair, follow the "Vacating a Lab" procedure.

Under no circumstances will any laboratory equipment be allowed for service or storage without following this decontamination procedure. This includes the temporary storage of lab equipment in unsecured areas.

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