

LABORATORY AND EQUIPMENT DECONTAMINATION

All equipment used to handle or store biological agents or located in a biological laboratory (ex. freezers, incubators, centrifuges, etc.) that needs to be relocated, sent out for repair/service or to be discarded must be decontaminated with bleach or another EPA-registered disinfectant, followed by 70% ethanol (v/v, diluted in water) according to the following guidelines.

Decontamination Guidelines

1. Put on appropriate personal protective equipment. At a minimum, gloves and safety glasses should be worn.
2. Spray an EPA-registered disinfectant on the equipment. In most cases, a freshly prepared 1:10 bleach solution should be used to disinfect biological agents.
3. Allow disinfectant to remain on the equipment for the appropriate contact time (30 minutes).
4. Completely remove (by wiping with a towel) the disinfectant from the equipment.
5. Spray the equipment with 70% ethanol or 70% isopropanol (v/v, diluted in water).
6. Print out a "Decontamination Certification" form. Sign, date, and affix the form to the equipment.
7. It is the responsibility of the Principal Investigator or designated contact to sign the form and affix one form to each piece of equipment and contact facilities to remove the equipment.
8. The Office of Research Safety is required to tag equipment that has been used or stored in a laboratory after laboratory personnel have performed the above stated decontamination and certification steps.

IMPORTANT NOTES:

- The Radiation Safety Office must clear any equipment in laboratories using radioactive materials and prior to decontamination by laboratory personnel. Radiation Safety can be reached at [**\(202\)-994-8258**](tel:202-994-8258)
- Biological Safety Cabinets – Laboratory personnel are NOT permitted to perform or certify the decontamination of a biological safety cabinet that is being moved. A certified vendor must be contacted to conduct the decontamination process and certify the unit prior to moving.
- Equipment that is NOT in a laboratory setting does not require decontamination.
- Once decontaminated by laboratory personnel and a signed certification form is affixed, the laboratory equipment may NOT be used.
- The Office of Research Safety should be contacted concerning equipment that requires moving from laboratories or research spaces.

LABORATORY OR EQUIPMENT DECONTAMINATION CERTIFICATION

1. I certify that the rooms or equipment listed below, previously used by my laboratory, have been emptied of biological and chemical materials.
 - Room Number: _____
 - Equipment: _____

 2. The surfaces of these rooms/equipment have been decontaminated (if equipment: inside and outside) with: (specify decontaminants and percentages, (i.e. 10% bleach, be freshly made up, followed by 70% ethanol).
-
3. All chemicals contained within the rooms or equipment have been removed or drained and collected for proper disposal including, but not limited to:
 - Oil – If the equipment contains a pump or other oil reservoir, oil must be drained and collected as Hazardous Waste in the laboratory’s Accumulation Area. Contact Health and Safety for assistance.
 - Mercury – If there is a thermometer or other device inside or associated with the equipment or space the device must be removed and collected as Hazardous Waste in the laboratory’s Accumulation Area. Contact Health and Safety for assistance.
 - Refrigerant Gas – If the equipment involved cooling and relied on refrigerant gas, this gas must be removed prior to disposal Facilities Management must be contacted as only licensed mechanics can perform this service.
 - Lead Shielding – If the equipment used lead as a shielding agent, this material must be removed prior to disposal. Contact ORS to assist in lead removal.
 Yes _____ No _____ N/A _____

 4. If the space or equipment contained or was used with any radioactive material (isotopes, sealed sources, etc.), the laboratory personnel have decontaminated the area and equipment. Radiation Safety has been contacted, has surveyed the equipment, and has certified it free of detectable radioactive contamination and arranged for the removal of any lead shielding. Yes _____ No _____ N/A _____

 5. All sink traps (including those in Fume hoods) have been bleached and flushed with water (use 1 cup of concentrated bleach, wait 20 minutes, then flush thoroughly with water):
 Yes _____ No _____ N/A _____

 6. Does equipment contain fluid (water, antifreeze, etc.): Yes _____ No _____

Principal Investigator: (print)		Phone Ext.:	
Signature:		Date:	
Dept.: Bldg.:			
Decontaminated By:		Date:	