



## Guidelines and Requirements for Decontamination of Lab Equipment

All instruments must be wiped down with soap and water or Simple Green solution. All instruments must undergo a visual examination and be cleaned of spills, residue, and encrusted material. Additionally, a potential hazard determination must be made regarding the materials currently and previously used or stored in the instrument/equipment being dispositioned. Some potential hazards include, but are not limited to, **1) Chemical, 2) Radioactive, and 3) Infectious/Biohazard**. Use these guidelines to aid your decontamination but refer to your environmental health and safety group as needed.

1. Where there is the potential for HAZARDOUS CHEMICAL CONTAMINATION, the customer must initiate a material-appropriate decontamination process. Laboratory personnel must properly decontaminate their laboratory equipment from hazardous chemicals (flammable, corrosive, reactive, toxic, etc.) prior to allowing the moving contractor to transport the equipment to BioSurplus. Inspect every piece of laboratory equipment that once held chemical samples to ensure there are no remaining samples or standards. If any laboratory equipment has appreciable chemical contamination on the outside surface which would present a hazard to anyone handling it, the equipment must be properly decontaminated with soap and water or Simple Green by the customer / supplier.
2. For items used with RADIOACTIVE materials, ensure that no radioactivity can be detected with survey equipment and/or incidental swipe tests.
3. Where INFECTIOUS / BIOHAZARDOUS materials were used or suspected, disinfect all surfaces with material-specific effective disinfectants.
4. When hazards have been successfully removed by decontamination, remove all hazard warning labels or signs.
5. The customer must complete and sign a Decontamination Certificate designating the equipment as clean. A copy of the completed certification document must accompany all equipment received by Copia Scientific, LLC whether as new supply or returned goods. For a larger list of instruments, a letter signed by an officer of the company stating that all instruments in the contract Exhibit (the list should be attached to the letter) have been cleaned and is free from any contaminants. BioSurplus, at its sole discretion, may require additional documentation for certain instruments.

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### Equipment Checklist

1. **Refrigerators and Freezers:** Remove all contents including mercury thermometers, chemical reagents, and radioactive isotopes. Dispose of any frozen tissues or specimens via incineration, autoclave, and /or pickup by a qualified biohazard waste vendor. Defrost the unit if there is ice buildup around the freezer compartment. Decontaminate if equipment held any radioactive isotopes, infectious agents, or toxic chemicals. Follow Radiation Decontamination for surveying refrigerators which stored radioactive isotopes. The units must be completely empty prior to being moved.
2. **Ovens:** Remove all mercury thermometers or containers holding samples or liquids. For outdated ovens, check the lining for the presence of asbestos, an inhalation hazard.
3. **Incubators:** Remove any remaining samples, and drain the water from the jacket and any pans. Remove mercury thermometers. If used for infectious agents, incubators must be cleaned with appropriate disinfectant or undergo a professional decontamination with paraformaldehyde. Radioactive isotopes or hazardous chemicals must be properly decontaminated by the researchers.



4. **Biosafety Cabinets:** Remove any tubing and glassware connected to the hood. Wipe the workspace and walls with soap and water or a Simple Green solution. Have the biosafety cabinet professionally decontaminated with a paraformaldehyde or comparable treatment as needed.
5. **Centrifuges:** Inspect for centrifuge tubes holding water or samples to ensure they have been removed from the rotor system. Centrifuges used with infectious agents, radioactive isotopes, or hazardous chemicals must be properly decontaminated.
6. **Water baths:** Drain the water from the unit and remove any remaining samples or mercury thermometers.
7. **Balances and scales:** Remove any remaining chemical contamination anywhere on the balance or scale.
8. **Chemical storage cabinets:** Flammable or corrosive cabinets must have all the chemical containers removed prior to moving. Decontaminate the chemical storage cabinet of any remaining spills or residues.
9. **Chemical and Fume Hoods:** Remove all chemical containers prior to moving. Decontaminate the cabinets and workspace of any remaining spills or residues.
10. **Vacuum pumps:** Vacuum oil, which is grossly contaminated with toxic chemicals or other hazardous materials, should be drained into an appropriate waste can.
11. **Heating blocks:** Remove all samples and mercury thermometers. Decontaminate the heating block as necessary.
12. **Photo-processing equipment:** These units usually have three storage tanks holding caustic developer, acidic photographic fixer, and rinse water. Drain the storage tanks, supply hoses, and drain hoses into appropriate chemical waste can prior to the move. Decontaminate all other surfaces as necessary.
13. **Silver recovery cartridges:** Recycle these items through your supplier.
14. **High Performance Liquid Chromatography (HPLC):** Drain the columns and waste lines into appropriate chemical waste containers. Wash system and columns thoroughly with deionized (DI) water.
15. **Tissue dehydrating units:** Remove or drain all the ethanol and xylene from the storage tanks. Dispose the solvents through Health & Safety as chemical waste. Paraffin wax and tissue samples may also need to be removed from the tissue dehydrating unit.
16. **Colorimeters:** Remove any cuvetts holding liquids.
17. **Spectrophotometers:** Flush lines with deionized (DI) water if applicable. Remove any automatic sample feeders holding sample containers or standards.
18. **Desiccators:** Remove spent drying agents (drierite, sodium hydroxide, phosphorus pentoxide, etc.) in appropriate waste container.
19. **Water purification systems:** Remove all free-standing water from the water purification cartridges prior to the move.



20. **Automated liquid handling systems:** Wipe down all surfaces. Drain any liquids from system. Rinse lines with copious amounts of DI water. Fulfill additional decontamination as needed to remove any other toxic compounds involved in the small molecule drug screening.

*The above document is strictly a guideline and may not be inclusive of all hazards. It is the responsibility of the company (owner of the equipment) to ensure that all equipment is certified as clean and free from all contamination.*