

Moving and/or Surplusing Biohazardous Contaminated Equipment

rev. 2017.0601

Background Information





This guideline should be applied any time lab or medical equipment which may contain or be contaminated by potentially hazardous biological materials is to be moved outside of the room in which it is currently located, taken out of service or surplused. Unwanted or nonfunctioning laboratory or medical equipment at the University of Kentucky (UK) may not be disposed of in the normal trash but rather via UK Surplus Property. For the purposes of this document, such equipment refers to any apparatus used in medical settings, laboratories, or research areas. The guidelines are to be used regardless of whether the item in question is listed on a department's equipment inventory.

Potentially Hazardous Biological Materials may include:

- Recombinant nucleic acid molecules
- Synthetic nucleic acid molecules, including those that are chemically or otherwise modified but can base pair with naturally occurring nucleic acid molecules
- Whole animals and plants with introduced recombinant or synthetic nucleic acid molecules
- Cells, organisms, and viruses containing recombinant or synthetic nucleic acid molecules
- Infectious agents (viral, bacterial, fungal, parasitic, or prion) affecting humans, animals or plants
- Infected animal blood and/or tissues
- Human blood, blood products, or fluids
- Human derived cell lines or tissues
- Live vaccines
- Toxins of biological origin (ex: ricin, conotoxins, tetrodotoxin, botulinum neurotoxin)

Procedure

All laboratory or medical equipment must be properly decontaminated before being moved for any reason or transferred to Surplus Property. This includes **any** equipment that has been labeled with the universal biohazard symbol. PPD will not remove equipment still bearing any biological, chemical, or radiological hazard symbol. Decontamination may be achieved through the use of an approved disinfectant method¹. After decontamination has been completed, the responsible person for the equipment must contact the Biological Safety Office to schedule an Equipment Clearance **before** contacting Surplus Property or contracted movers to pick up the item or allowing facility personnel to move the equipment from the room in which it is currently located. A member of the Biological Safety Office will come to the location of the equipment and perform a visual inspection. Once the equipment is visually deemed ready to be transferred, the following tag will be affixed to the item.

 Environmental Health & Safety <small>261 East Mainway Street Lexington, KY 40508-0514</small>		<small>PH: (859) 257-1376 Fax: (859) 257-6777 www.ehs.uky.edu</small>
EQUIPMENT CLEARANCE		
Equipment: _____		
Model #: _____		
Location: _____		
UK Inventory #: _____		
Department: _____		
The above equipment has been evaluated and found to be appropriate to be managed as indicated below:		
<input type="checkbox"/> Move <input type="checkbox"/> Surplus <input type="checkbox"/> Repair		
 Biological Safety <small>(859) 257-1049</small>	<input type="checkbox"/> N/A X _____ Date: ___/___/___	
 Environmental Management <small>(859) 323-6280</small>	<input type="checkbox"/> N/A X _____ Date: ___/___/___	
 Radiation Safety <small>(859) 323-6777</small>	<input type="checkbox"/> N/A X _____ Date: ___/___/___	
NO 1300		

If the equipment is to be surplus and it is deemed not suitable for resale, the following sticker will also be affixed to indicate that the item should not be sold to the general public.



Once the Equipment Clearance tag has been affixed to the item, the responsible person may then contact Surplus Property to schedule a pickup, contractor movers to schedule movement or allow movement by facility personnel.

Policies, forms, and contact information for Surplus Property may be found at:
<https://sharepoint.uky.edu/facilities/surplus/default.aspx>

Equipment Specific Procedures

Below you will find guidance on the disinfection of common equipment used in conjunction with potentially biohazardous material at the University of Kentucky. If an item that you are planning to surplus is not covered in this document or you have additional questions, please contact the Biological Safety Office for further information on disinfection requirements.

505 Oldham Court
 Lexington, KY 40502-0473
 Phone: (859) 257-1049
 Fax: (859) 323-3838
 Email: ehsbiosafety@uky.edu
 Web: <http://ehs.uky.edu/biosafety/>



I. Biosafety Cabinets (BSCs)

- A. Contact vendor to schedule decontamination of BSC.
 - 1. Decontamination should be scheduled as early as possible to ensure that vendor will be available before move date.
 - 2. Contact the Biological Safety Office if you are unsure of the vendor which services your location or you have questions regarding the level of decontamination required for your BSC.
- B. Have outside vendor decontaminate BSC per NSF standards.
- C. Tape a copy of the report on front of BSC and fax a copy to the Biological Safety Office at 323-3838.
- D. Have UK Biosafety inspect and post clearance signage.

II. Refrigerators, Freezers, and Refrigerator-Freezer Combos

- A. Clean out refrigerator and defrost freezer, as needed.
 - 1. Clean refrigerator/freezer with soap and water inside and out.
 - 2. Wipe down inside, handles, and any visibly soiled area with a disinfectant solution such as 10% bleach solution followed by water or 70% ethanol to remove bleach residue.¹
- B. Have UK Biosafety inspect and post clearance signage.

III. Centrifuges, mixers, and other laboratory equipment

- A. Clean inside and outside of equipment with soap and water.
- B. Wipe down inside and outside of equipment with a disinfectant solution such as 10% bleach solution followed by water or 70% ethanol to remove bleach residue.¹
- C. Have UK Biosafety inspect and post clearance signage.

Additional Notes:

¹ A 10% bleach solution followed by water or 70% ethanol to remove bleach residue is the most commonly recommended disinfectant at UK. Appropriate contact time for 10% bleach is 15-20 minutes. However, laboratory personnel should choose a disinfectant that is approved for the agent(s) of use in their laboratory. Information on the approved method of disinfection for your agent(s) can be found in the Primary Investigator's approved UK Institutional Biosafety Committee Registration Form.

Online Resources

Guidance for surplusing of laboratory equipment that may require additional clearances due to chemical or radiological hazards may be found at:

http://ehs.uky.edu/docs/pdf/ep_factsheet_surplus_0001.pdf.

If you are exiting a laboratory location that has contained hazardous biological materials, you are also required to contact the Biological Safety Office to schedule a Laboratory Exit Survey so that the space may be cleared for new occupants. Guidance for exiting a laboratory may be found at: <http://ehs.uky.edu/ohs/exit.php>