

# FACT SHEET

## Surplusing Lab and Medical Equipment

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These guidelines should be applied any time lab or medical equipment is to be taken out of service or surplus. 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.**

- Lab or medical equipment must not be disposed of in a dumpster but rather via Surplus Property. Environmental Health & Safety must be consulted prior to sending any equipment that contained or could contain hazardous materials to Surplus Property. Keep in mind that many items not immediately suspect for hazardous materials may nonetheless contain metals (mercury columns, tin or lead solder, insulators, springs, etc.) or other hazardous materials.
- Equipment must be visually examined by the user or other knowledgeable individuals for evidence of spills, leaks, damage, or other conditions of concern. All equipment must be cleaned by the user(s) prior to pickup for surplus. Disconnect the equipment from power supplies prior to cleaning and be careful not to combine incompatible substances during cleaning.
- Equipment must be free of biohazardous, hazardous, or radioactive materials or residues. If these materials were stored or used in the equipment, contact Biological Safety (257-1049), Environmental Management (257-3285) and/or Radiation Safety (323-6777) for assistance with cleaning guidelines and after cleaning so that the item(s) in question may be examined prior to delivery to Surplus Property.
- Oils must be removed from pumps, capacitors, power supplies, or other oil-filled equipment. For assistance with analysis of the oil and assistance with oil disposal contact Environmental Management (257-3285).
- Disposal of equipment that contains a radioactive source (for example, liquid scintillation counters, gas chromatographs) should be coordinated through Radiation Safety (323-6777).
- Ovens, water baths, sterilizers, and similar items may include asbestos gaskets or insulation, some of which may not be visible from the exterior. Fume hoods frequently contain asbestos and should not be moved or disposed without prior approval. Environmental Management (257-3285) should be contacted prior to removing any equipment that could contain asbestos.
- Equipment such as refrigerators or centrifuges that could potentially contain biological hazards (i.e. traces of bacteria, viruses, or human substances) should be cleared to move by the Biological Safety Department (257-1049).
- Refrigerants may need to be recovered from freezers, refrigerators, and/or air conditioners by a certified technician prior to pickup by Surplus Property. Contact the Physical Plant Division for more information.
- Notify the Biosafety Office in advance when you plan to have BSCs or LFBs moved, placed in storage, transferred to a new owner, discarded, removed from the University of Kentucky, or obtained from another institution or manufacturer. You are responsible for any service or repairs that are needed. BSCs shall be professionally decontaminated with formaldehyde or vaporized hydrogen peroxide (VHP), by a certified technician, before a unit is relocated, stored, serviced (interior), or discarded. Contact the Department of Biological Safety for more information on various types of BSCs, vendors, and special requirements.

The "[www.uky.edu/auxserv/surplus/forms.html](http://www.uky.edu/auxserv/surplus/forms.html)" has a section dealing with hazardous materials. Equipment users, laboratory directors, or other knowledgeable persons must sign this form certifying that all equipment is free of hazardous waste or hazardous materials.

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