

## **Relocating or Surplusing Lab and Medical Equipment**

These guidelines should be applied any time lab or medical equipment is to be relocated<sup>(1)</sup>, surplused, or taken out of service. 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.** If the activity is related to a lab set up or exit, follow the procedures located at <http://ehs.uky.edu/ohs/exit.php>

- Lab or medical equipment must be disposed of via Surplus Property and not in a dumpster. Environmental Health & Safety must be consulted prior to relocating or sending any equipment to Surplus Property that contained or could contain hazardous materials. 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 being relocated or picked up 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 the departments of Biological Safety (257-1049), Environmental Management (323-5005) and/or Radiation Safety (323-6777) for assistance with cleaning guidelines and after cleaning so that the item(s) in question may be examined and cleared prior to relocation or delivery to Surplus Property.
- Physical Plant – Trucking Services will not transport equipment with hazard labeling unless the clearance form below is affixed.

The image shows a form titled "UK Environmental Health & Safety EQUIPMENT CLEARANCE". The form includes fields for "Equipment", "Model #", "Location", "UK Inventory #", and "Department". Below these fields, there is a section for "The above equipment has been inspected and found to be appropriate to be managed as indicated below." with checkboxes for "None", "Surplus", and "Hazardous". There are also three rows for hazard identification, each with a hazard symbol and a "DHA" field: "Biological Hazards" (biohazard symbol), "Environmental Management" (flask symbol), and "Radioactive Hazards" (radiation symbol).

- When surplusing equipment, 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 the Environmental Management Department (323-5005).

- Disposal of equipment that contains a radioactive source (for example, liquid scintillation counters, gas chromatographs) should be coordinated through the Radiation Safety Department (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. The Environmental Management Department (257-5295) 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 pick-up by Surplus Property. Contact the Physical Plant Division for more information.
- Notify the Biological Safety Department in advance when you plan to have Biological Safety Cabinets (BSCs) or Laminar Flow Benches (LFBs) moved, placed in storage, transferred to a new owner, discarded, removed from the University of Kentucky, or obtained from another institution or manufacturer. The PI is responsible for ensuring proper decontamination of the BSC or LFB. BSCs shall be professionally gas or vapor decontaminated by a certified technician, before a unit is relocated, stored, serviced (interior), or discarded based upon the agents which have been manipulated in the cabinet and the future usage of the BSC. Contact the Biological Safety Department for a risk assessment based upon the use/reuse of the cabinet to determine the appropriate decontamination method. BSCs must be recertified after movement prior to use. For additional information on surplusing equipment potentially contaminated with biohazardous material please visit [http://ehs.uky.edu/docs/pdf/bio\\_lab\\_surplusing\\_biohazardous\\_equipment\\_0001.pdf](http://ehs.uky.edu/docs/pdf/bio_lab_surplusing_biohazardous_equipment_0001.pdf).

For additional information on Surplus Property, please visit the Physical Plant Surplus website, <https://sharepoint.uky.edu/facilities/surplus/default.aspx>.

<sup>(1)</sup>Relocated is defined as the affected equipment being moved outside of the room that it currently resides in.