

LABORATORY EQUIPMENT DECONTAMINATION GUIDELINES

STANDARD OPERATING PROCEDURE



UNIVERSITY OF
GEORGIA
Office of Research
Research Integrity and Safety

I. Purpose & Scope

This standard operating procedure provides direction and guidance for proper cleanup and decontamination of common laboratory equipment in preparation for equipment removal, moving to another lab, or being relocated to property surplus. Outlined below are the minimum safety and regulatory requirements that must be met by laboratory personnel before any laboratory equipment can be moved for relocation, disposal, repair, and/or storage.

The scope of this SOP only covers laboratory equipment, both mobile and stationary, that over the course of routine lab use, can reasonably be expected to possibly come into contact with hazardous chemicals, biohazardous material, or radioactive material. This policy does not cover office equipment or similar items that under the course of normal laboratory operations would not be expected to come into contact with hazardous materials.

II. Cleanup & Decontamination Guidelines

- a. All laboratory equipment must be cleaned regardless of whether or not it has come into contact with any biological, chemical, and/or radioactive material.
- b. All laboratory equipment that has been in contact with any biological, chemical, and/or radioactive material must be cleaned and decontaminated.
- c. Each piece of equipment set aside for removal or relocation must have a decontamination tag (see appendix) attached to the piece of equipment.
 - i. By signing and dating the top line on the tag you are certifying that this piece of equipment has never been exposed to any radioactive materials, biohazards, or chemical hazards.
 - ii. If the first statement on the tag cannot be certified beyond doubt by someone in the laboratory or department, then the second portion of the tag should be filled out detailing how the equipment was decontaminated.
- d. Appropriate personal protective equipment (PPE) should be worn when performing decontamination of laboratory equipment (at a minimum, nitrile gloves, safety glasses, and a lab coat).

III. Guidelines for Common Laboratory Equipment

- a. **Biological Safety Cabinets** – BSCs should be emptied and cleaned. Perform a surface decontamination using an appropriate disinfectant, allowing for proper contact time. Close the sash and affix a decontamination tag.
 - i. If the BSC is going to be removed from the lab, in addition to the surface disinfection, it needs to have the HEPA filter decontaminated by an appropriate method (e.g., VHP, formaldehyde gas). This will need to be coordinated with an outside vendor. You may contact the Office of Biosafety for recommendations.
- b. **Centrifuges** – surface disinfect interior and exterior of centrifuges with an appropriate disinfectant,

allowing for proper contact time. Affix a decontamination tag.

- c. **Fume Hoods** – these should be emptied and cleaned with an appropriate disinfectant. Reasonable measures should be taken to remove stains from the work area and from the sashes. Close the sash and affix a decontamination tag
 - i. If the hood has been used to perform hot acid digestions of any kind, additional precautions may need to be taken prior to hood service or removal. Please contact the Office of Research Safety for an evaluation.
- d. **Incubators** – turn off incubators, remove water pans, wash them and dry them with paper towels and place the water pans back in the incubator. Surface disinfect interior and exterior of incubators with an appropriate disinfectant and allow for proper contact time. Affix a decontamination tag.
- e. **Refrigerators and freezers** – these should be emptied and cleaned. Perform an interior and exterior surface disinfection using an appropriate disinfectant, allowing for proper contact time. Affix a decontamination tag.
 - i. If a freezer containing infectious agents needs to be moved, please refer to “Guidelines for Inter-Entity Transport of Freezers Containing Infectious Agents.”
 - ii. A refrigerator or freezer will not be moved if it contains any chemically hazardous agents. These agents should be removed by the lab and packaged separately for transport.
- f. **Shakers and scales** – wipe clean with an appropriate disinfectant and affix a decontamination tag. Make every reasonable effort to remove visible stains and debris.

IV. Special Considerations

- a. FMD Support Services will not move any piece of laboratory equipment that does not have a decontamination tag affixed to it. They have the right to refuse service if they do not feel that equipment has been properly cleaned and decontaminated.
- b. All equipment with a radioactive element or used with radioisotopes must be cleared by the Office of Radiation Safety prior to being moved. This will need to be arranged by the laboratory by contacting the Office of Radiation Safety. A decontamination tag will need to be affixed after the equipment has been cleared.
- c. A proper disinfectant will vary depending on the types of hazards used with a piece of equipment. If your hazards are primarily biohazardous in nature and you have questions about an appropriate method of decontamination not addressed by this SOP, please contact the Office of Biosafety. If your hazards are primarily chemical in nature and you have questions about an appropriate method of decontamination not addressed by this SOP, please contact the Office of Research Safety.

V. **Contact Information**

Biosafety	706-542-8043
Radiation Safety	706-542-0107
Research Safety	706-542-9088
FMD Support Services	706-542-7584

Decontamination Tag

This equipment has NOT been exposed to hazardous chemicals or infectious organisms and may be safely serviced, repaired, disassembled, or transferred to another location.

Signature _____ Date _____

----OR----

This equipment was decontaminated with:

Signature _____ Date _____

Title _____

Contact Information _____

ORIS Signature *(if requested)* _____ Date _____
(Biosafety signature required for items from BSL-3 labs)



Research Integrity & Safety | <https://research.uga.edu/compliance/>

Decontamination Tag

This equipment has NOT been exposed to hazardous chemicals or infectious organisms and may be safely serviced, repaired, disassembled, or transferred to another location.

Signature _____ Date _____

----OR----

This equipment was decontaminated with:

Signature _____ Date _____

Title _____

Contact Information _____

ORIS Signature *(if requested)* _____ Date _____
(Biosafety signature required for items from BSL-3 labs)



Research Integrity & Safety | <https://research.uga.edu/compliance/>

Decontamination Tag

This equipment has NOT been exposed to hazardous chemicals or infectious organisms and may be safely serviced, repaired, disassembled, or transferred to another location.

Signature _____ Date _____

----OR----

This equipment was decontaminated with:

Signature _____ Date _____

Title _____

Contact Information _____

ORIS Signature *(if requested)* _____ Date _____
(Biosafety signature required for items from BSL-3 labs)



Research Integrity & Safety | <https://research.uga.edu/compliance/>

Decontamination Tag

This equipment has NOT been exposed to hazardous chemicals or infectious organisms and may be safely serviced, repaired, disassembled, or transferred to another location.

Signature _____ Date _____

----OR----

This equipment was decontaminated with:

Signature _____ Date _____

Title _____

Contact Information _____

ORIS Signature *(if requested)* _____ Date _____
(Biosafety signature required for items from BSL-3 labs)



Research Integrity & Safety | <https://research.uga.edu/compliance/>