



# University of Pittsburgh

## Laboratory Equipment Decontamination Certificate

The following is the procedure for decontaminating equipment prior to University of Pittsburgh Movers removing equipment from a laboratory or relocating equipment between University spaces:

After submitting the request to Surplus Property (<http://www.pts.pitt.edu/centrec/cenover.htm>), all equipment used to handle or store biological agents or equipment located in a biological laboratory (ex. Freezers, incubators, centrifuges, etc.) must be decontaminated with bleach or another EPA-registered disinfectant. Consult EH&S (412)-624-9505 or the following website for information concerning EPA-registered disinfectants, <http://www.epa.gov/oppad001/chemregindex.htm>.

1. Put on appropriate personal protective equipment. At a minimum, gloves and safety glasses should be worn. Consult with EH&S or laboratory SOPs, if necessary.
2. Spray an EPA-registered disinfectant on the equipment. In most cases, a 1:10 bleach solution should be used to disinfect biological agents.
3. Allow disinfectant to remain on the equipment for the appropriate contact time (15-20 minutes).
4. Completely remove (by wiping with a towel) the disinfectant from the equipment.
5. **Print out a “Decontamination Certification” form. Sign, date, and affix the form to the equipment.**
6. Surplus Property should be contacted following the decontamination to remove the equipment.

- **COMPLETELY FILL OUT 1 CERTIFICATE PER PIECE OF EQUIPMENT.**
- **PLEASE NOTE – It is the responsibility of the Principle Investigator or designated contact to sign the form(s) and affix to the equipment.**
- **Biological Safety Cabinets – Laboratory personnel are NOT permitted to perform or certify the decontamination of a biological safety cabinet that is being moved. A certified vendor (ex. Filtech) must be contacted to conduct the decontamination process and certify the unit prior to moving.**
- **EH&S is NOT required to tag equipment that has been used or stored in a laboratory after laboratory personnel have performed the above stated decontamination and certification steps.**

**INSTRUCTIONS:** Please type or print information in the designated blocks.

Name	Office / Lab Location	Phone Number
Location of Equipment	Description of Equipment	Final Destination of Equipment
Work Order Number (PT&S Use Only)		

I certify that the above listed equipment was decontaminated on the listed date prior to moving / removal by the University of Pittsburgh Movers. I certify that the equipment was not used following the decontamination procedure and posting of this certification form.

Signature	Date