

University of Pittsburgh Safety Manual	EH&S Guideline Number: 03-011	
Subject: GUIDELINES FOR MOVING EQUIPMENT FROM BIOLOGICAL LABORATORIES	Effective Date 06/30/17	Page 1 of 3

GUIDELINES FOR MOVING EQUIPMENT FROM BIOLOGICAL LABORATORIES

There are two types of requests for moving laboratory equipment:

- Equipment going to Surplus Property because it is not being used or is broken.
 - Internal move of equipment within a University building or to another University building.
1. The Principal Investigator or designated contact submits an online request for moving of laboratory equipment at www.bc.pitt.edu/1click/ or via contacting Surplus Property by phone (412) 624-6500. This request must be submitted for equipment going to Surplus Property or for an internal move.
 2. After submitting the request, all equipment used to handle or store biological agents or located in a biological laboratory (ex. freezers, incubators, centrifuges, etc.) must be decontaminated with bleach or another EPA-registered disinfectant according to the following guidelines.

All research samples MUST be removed from the equipment. All internal and external surfaces must be decontaminated.

Decontamination Guidelines

- 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.
 - Spray an EPA-registered disinfectant on the equipment. In most cases, a 1:10 bleach solution should be used to disinfect the equipment.
 - Allow disinfectant to remain on the equipment for the appropriate contact time (15-20 minutes).
 - Completely remove (by wiping with a towel) the disinfectant from the equipment.
 - Print out a “Decontamination Certification” form. Sign, date, and affix the form to the equipment. The form is attached as the last page of this document.
 - It is the responsibility of the Principal Investigator or designated contact to sign the form and affix one form to each piece of equipment.
 - Surplus Property should be contacted following the decontamination to remove the equipment.
- 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.

IMPORTANT NOTES:

- The Radiation Safety Office must clear any equipment in laboratories using radioactive materials and prior to decontamination by laboratory personnel. Radiation Safety can be reached at (412) 624-2728.
- **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 must be contacted to conduct the decontamination process and certify the unit prior to moving.**
- Equipment that is **NOT** in a laboratory setting or laboratory building does not require decontamination prior to contacting Surplus Property (Examples – office furniture, computers in an office, etc).
- Once decontaminated by laboratory personnel and a signed certification form is affixed, the laboratory equipment may **NOT** be used.
- EH&S should be contacted concerning equipment that requires moving from BSL-3 laboratories or research spaces.

Contact EH&S at (412)-624-9505 or Safety@ehs.pitt.edu if you have any questions.

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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 (www.bc.pitt.edu/1click/), 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. **All research samples MUST be removed from the equipment. All internal and external surfaces must be decontaminated.**

Consult EH&S (412)-624-9505 or the following website for information concerning EPA-registered disinfectants, <http://www.epa.gov/oppad001/chemregindex.htm>.

- 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.
 - Spray an EPA-registered disinfectant on the equipment. In most cases, a 1:10 bleach solution should be used to disinfect the equipment.
 - Allow disinfectant to remain on the equipment for the appropriate contact time (15-20 minutes).
 - Completely remove (by wiping with a towel) the disinfectant from the equipment.
 - **Print out a “Decontamination Certification” form. Sign, date, and affix the form to the equipment.**
 - Surplus Property should be contacted following the decontamination to remove the equipment.
- **ONE FORM IS REQUIRED FOR EACH PIECE OF EQUIPMENT.**
- **PLEASE NOTE – It is the responsibility of the Principal Investigator or designated contact to sign the form and affix to the equipment.**
- 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
Is the equipment currently in working order? (Check one only) Yes _____ No _____		

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