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GUIDELINES FOR MOVING EQUIPMENT FROM BIOLOGICAL LABORATORIES

There are two types of requests for moving laboratory equipment:

- Equipment going to Surplus Properties 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 contact Surplus Properties by phone (412) 624-6500. This request must be submitted for equipment going to Surplus Properties 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 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 biological agents.
- 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 <u>prior to</u> 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 BSL-2 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 (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. **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 biological agents.
- 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.

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_____

	•		Ü		•	•	Ü		
Signature				Date					

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.