

LAB DECOMMISSIONING EQUIPMENT AND MATERIALS QUICK REFERENCE CHART

EQUIPMENT	REQUIREMENTS			
	LAB VACANCY/REPAIRS	MOVES WITHIN BUILDINGS	ALL OTHER MOVES	DISPOSAL
Biological Safety Cabinet (BSC)	<ul style="list-style-type: none"> • Clean and decontaminate unit with appropriate disinfectant • Unit may need additional decontamination by an outside vendor. Contact EHRS for assistance. • Complete Equipment decontamination form and submit to EHRS. 	<ul style="list-style-type: none"> • Clean and decontaminate unit with appropriate disinfectant • Unit may need additional decontamination by an outside vendor. Contact EHRS for assistance. • Complete Equipment decontamination form and submit to EHRS prior to being moved or disposed. • Disconnect all gas and vacuum connections. Contact Facilities Management for assistance if necessary. • Recertification by outside vendor needs to be conducted once unit is relocated 	<ul style="list-style-type: none"> • Same as Moves within buildings, plus • Deface/remove all hazard warnings related to hazardous materials. 	<ul style="list-style-type: none"> • Same as Moves within buildings, plus • Filters in unit need to be removed and properly disposed. • Contact others to determine if unit can be used by another researcher. • Contact Facilities Management and have them move to Surplus or disposal.
Refrigerators/Freezers	<ul style="list-style-type: none"> • All contents in unit must be identified and properly removed or disposed • Repairs-Only need to move contents necessary to conduct maintenance or repairs. • Defrost all units. Use absorbent pads or lab pads to contain any liquids that are generated. • Clean and decontaminate unit with appropriate disinfectant 	<ul style="list-style-type: none"> • All contents in unit must be identified • All contents in unit that are liquids and/or capable of spilling must be removed or disposed • Contents may need to be temporarily placed into dry ice. 	<ul style="list-style-type: none"> • All contents in unit must be identified and properly removed or disposed • Defrost all units. Use absorbent pads or lab pads to contain any liquids that are generated. 	<ul style="list-style-type: none"> • Same as All Other Moves, plus • Contact others to determine if unit can be used by another researcher. • Contact Facilities Management and have them move to Surplus or disposal.

	<ul style="list-style-type: none"> • Complete Equipment decontamination form and submit to EHRS. 	<ul style="list-style-type: none"> • All radioactive materials must be removed or disposed. • Clean and decontaminate unit with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. • EHRS must pre-approve the transportation process prior to moving. 	<ul style="list-style-type: none"> • Clean and decontaminate unit with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. • Deface/remove all hazard warnings related to hazardous materials. 	<ul style="list-style-type: none"> • Prior to disposal, contact Facilities Management to make arrangements to have any refrigerant gases safely removed and recovered.
Hoods	<ul style="list-style-type: none"> • Immediately contact EHRS if hood was used in the heating of perchloric acid. • All contents in unit and associated cabinetry must be identified and properly removed or disposed • Clean and decontaminate unit with appropriate disinfectant • Repairs-Only need to move contents necessary to conduct maintenance or repairs. Refer to EHRS handbook 10.6-Lab Ventilation Program for additional instructions. • Complete Equipment decontamination form and submit to EHRS. • Deface/remove all hazard warnings related to hazardous materials. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • Contact Facilities Management and have them move to Surplus or disposal.
Compressed Gas Cylinders	<ul style="list-style-type: none"> • Disconnect all regulators and manifolds. • Place screw on cap on all cylinders • Contact Suppliers or Distributor to remove the gas cylinders 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • Refer to Compressed Gas Disposal guide for additional instructions if

				supplier/distributor is unable to remove.
Centrifuges	<ul style="list-style-type: none"> • Clean and decontaminate unit and rotors with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. • Deface/remove all hazard warnings related to hazardous materials. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • Contact others to determine if unit can be used by another researcher. • Contact Facilities Management and have them move to Surplus or disposal.
Incubators	<ul style="list-style-type: none"> • Disconnect all gas connections. Contact Facilities Management for assistance if necessary • Drain the jacket • Clean and decontaminate unit with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. • Deface/remove all hazard warnings related to hazardous materials. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • Contact others to determine if unit can be used by another researcher. • Contact Facilities Management and have them move to Surplus or disposal.
Counters-Liquids Scintillation & Gamma	<ul style="list-style-type: none"> • All samples must be removed and/or properly discarded • All standards must be inventoried and accounted. • Unit must be surveyed for radioactive contamination • Clean and decontaminate unit with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • EHRS must pre-approve the transportation process prior to moving. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • Contact others to determine if unit can be used by another researcher. • All radioactive sources must be removed prior to disposal. Contact EHRS. • Contact Facilities Management and have them move to Surplus or disposal.
Ovens	<ul style="list-style-type: none"> • Disconnect any connections. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus

	<ul style="list-style-type: none"> • Clean and decontaminate unit with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. • Deface/remove all hazard warnings related to hazardous materials. 			<ul style="list-style-type: none"> • Contact others to determine if unit can be used by another researcher. • Contact Facilities Management and have them move to Surplus or disposal.
Misc	<ul style="list-style-type: none"> • Disconnect any connections. Contact Facilities Management if you need assistance. • Clean and decontaminate unit with appropriate disinfectant • Complete Equipment decontamination form and submit to EHRS. • Deface/remove all hazard warnings related to hazardous materials. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs, plus • Contact others to determine if equipment can be used by another researcher. • Contact Facilities Management and have them move to Surplus or disposal.
Computers/Electronics	<ul style="list-style-type: none"> • All computers/electronics potentially contaminated with hazardous materials must be properly decontaminated. • All computers and non-fixed electronics must be removed or disposed. • Complete Equipment decontamination form and submit to EHRS. 	<ul style="list-style-type: none"> • Contact EHRS for instructions if you suspect item may contain internal hazardous materials such as pump oil, PCB, etc.. 	<ul style="list-style-type: none"> • Same as Moves within buildings, plus 	<ul style="list-style-type: none"> • Contact others to determine if items can be used by another researcher. • Contact Computer Recycling Center (215-204-4749) for removal and/or disposal instructions.

MATERIALS	REQUIREMENTS			
	LAB VACANCY/REPAIRS	MOVES WITHIN BUILDINGS	ALL OTHER MOVES	DISPOSAL
Chemicals	<ul style="list-style-type: none"> • All chemicals must be removed or disposed. • All chemicals must be identified. Contact EHRS for instructions on unknowns. • Repairs-Only need to move contents necessary to conduct maintenance or repairs. • Refer to chemicals waste guide for additional instructions on disposal. • Area where chemicals were used or stored must be properly decontaminated. 	<ul style="list-style-type: none"> • All chemicals must be identified and properly labeled with name and hazard information. • All chemicals must be in good condition and free of any surface contamination. • Do not move leaking or unknown containers • Trained lab staff or EHRS approved hazmat vendor can move chemicals within buildings. • EHRS must pre-approve the transportation process prior to moving • PPE (safety glasses, lab coats, gloves, etc..) must be used. • An appropriate spill kit must accompany the move • All chemicals must be segregated by compatibility group. • A sturdy cart with lips on the sides must be utilized. • Chemical must be placed inside secondary containment or properly boxed. • Contents may need to be temporarily placed into dry ice. 	<ul style="list-style-type: none"> • Chemicals must be transported by an EHRS approved vendor. • All chemicals must be properly packaged, manifested and transported as required by the Department of Transportation. • Chemicals are prohibited from being transported in personal or University owned vehicles. • Contact EHRS if you intend on shipping any chemicals. 	<ul style="list-style-type: none"> • Contact others to determine if chemicals can be used by another researcher. • Contact EHRS for a chemical waste pickup. Refer to chemical waste guide for additional instructions.

CDC Select Agents	<ul style="list-style-type: none"> • Contact EHRS for instructions. • Federal regulations and University procedures must be followed to ensure proper management of select agents 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs.
Biological	<ul style="list-style-type: none"> • All biological materials must be removed and/or disposed. • Repairs-Only need to move biological materials necessary to conduct maintenance or repairs. • Areas where biological materials were used or stored must be properly decontaminated. • Refer to Biological/infectious waste disposal procedures for additional instructions on disposal. 	<ul style="list-style-type: none"> • Trained lab staff can move biological materials within buildings. • Contents may need to be temporarily placed into dry ice. • All items must be transported in primary containers that are leak proof sealable and closed. • All items must be properly labeled with a Biohazard label with agent name. • Primary container must be placed in a sealable secondary container with absorbent in between. 	<ul style="list-style-type: none"> • Contact EHRS for additional instructions. • Contact EHRS if you intend on shipping any biological materials. 	<ul style="list-style-type: none"> • Refer to Biological/infectious waste disposal procedures for additional instructions on disposal.
Radioactive	<ul style="list-style-type: none"> • All radioactive materials must be removed or disposed. • Repairs-Only need to move contents necessary to conduct maintenance or repairs. • Area where radioactive materials were used or stored must be properly surveyed decontaminated. • Refer to radioactive waste guide for additional instructions on disposal. 	<ul style="list-style-type: none"> • Contact EHRS for instructions 	<ul style="list-style-type: none"> • Same as Moves within buildings, plus • Contact EHRS if you intend on shipping any chemicals. 	<ul style="list-style-type: none"> • Contact EHRS for a radioactive waste pickup. Refer to radioactive waste guide for additional instructions.

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	LAB VACANCY/REPAIRS	MOVES WITHIN BUILDINGS	ALL OTHER MOVES	DISPOSAL
Controlled Substances	<ul style="list-style-type: none"> • All controlled substances must be transferred or properly disposed of according to DEA requirements. • Repairs-All controlled substances must be properly secured in their DEA approved storage location prior to conducting any maintenance or repairs. 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs 	<ul style="list-style-type: none"> • Same as Lab Vacancy/Repairs