



# Environmental Health and Safety

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## Laboratory Equipment Decontamination

### *Standard Operating Procedure*

SOP Number:	L-01-14
Effective Date:	May 1, 2014
Next Review:	May 1, 2015

#### 1. PURPOSE

To ensure that lab equipment and devices are removed from service, whether for disposal, servicing or moving in a safe and compliant manner. The procedure will help minimize the risk of exposure to laboratory personnel, moving personnel and Environmental Health and Safety (EHS) staff when moving laboratory equipment.

#### 2. SCOPE

Applies to all laboratory equipment at the UMass Boston campus including refrigerators, instruments, fume hoods, biosafety cabinets, pneumatic pumps, acid/base baths.

#### 3. PRECAUTIONS AND HAZARDS

Lab equipment and apparatuses pose a special risk because of hazardous material used or stored in these articles and other possible physical hazards.

#### 4. PROCEDURE

##### 4.1 De-energized Equipment

Each piece of equipment needs to be de-energized. For most devices this will simply mean unplugging the apparatus from a wall outlet. In other cases it could mean removing pressure from a pneumatic device or gas storage unit, or removing a charge from a stored capacitor.

#### 4.2 Remove Hazardous Materials

All chemical or radioactive substances must be removed by lab staff and placed in the appropriate container for transport, storage or disposal. EHS must be contacted for any disposal of hazardous material. In the case of a refrigerator or freezer, refrigerant must be removed by Facilities staff. In no circumstance will liquids or chemicals be permitted to remain in apparatuses.

#### 4.3 Decontaminate Equipment

Apparatuses will need to be decontaminated by appropriately trained personnel. The work and environment in the lab will dictate what sort of decontamination is needed. In the event that only chemicals were used in the environment, wiping the surfaces with a cleaner will suffice if there are no heavy residues or major spills. Lab personnel should consult with EHS in the case of heavy residue or spillage. Specialize decontamination procedures may be necessary for equipment that has been used with biological materials. Note the order of decontamination is important for equipment that has multiple hazards. First deal you should with radioactive materials followed by biological materials and then chemical hazards.

If the article was in the environs of radioactive materials, special decontamination protocols will be needed. These procedures may include a radiation contamination survey and should be adhered to strictly. The Radiation Safety Office should be consulted to determine the exact needs.

In the event that radiological and non-radiological materials are present both decontaminations will need to be followed.

If the article was in the environs of biological materials, special protocols will be needed. These procedures may include wiping surfaces with a dilute bleach mixture. For biosafety cabinets and/or clean benches an outside vendor may be required to properly decontaminate and disconnect the unit and to certify the unit once it is re-installed in its new destination. For questions about this please contact EHS.

#### 4.4 Complete and Attach Decon Form

Following decontamination, lab personnel will complete the attached "Equipment Release Form " indicating that the equipment is properly decontaminated and ready to be moved. The form should be affixed to the equipment in a visible location.