

 Environmental Health and Safety TITLE: Laboratory Decontamination	Effective Date: 04/04/2023	Procedure Number: EHS_SOP341
	Revision: 1	Page 1 of 4
	Approved by Chemical Hygiene Officer	

1. APPLICABILITY

The procedures described here are to be used for the decontamination of laboratory fixtures and equipment prior to maintenance activities, relocation, transferring ownership, or disposal.

2. PROCEDURE STATEMENT

A laboratory employee knowledgeable of the hazardous materials used in the laboratory and/or equipment must prepare the equipment according to the instructions below, complete [EHS SOP341 FORM001](#) Notice of Laboratory/Equipment Decontamination Form, and tape it to the decontaminated fixtures and/or equipment as verification that it is safe to reassign and/or handle.

Inform UCF EHS of all work order requests for maintenance work occurring in the lab to ensure Facilities Maintenance Staff can work safely in the lab. Maintenance work cannot occur during active manipulation of hazardous materials.

3. RESPONSIBILITY

Environmental Health and Safety (EHS) will provide proper guidance for decontamination activities and will issue decontamination clearance for equipment found to be compliant with these procedures.

Each Department is responsible for ensuring that all Principal Investigators follow these procedures. Departments are ultimately responsible for the clearance of laboratory space and equipment of Principal Investigators that have left the University of Central Florida (UCF). However, Principal Investigator(s) are primarily responsible for following these procedures.

Facilities Operations, Facilities Planning, and Outside Contractors must not work in laboratories or on equipment that have not been cleared. Cleared laboratory equipment will have an EHS_SOP330FORM001 Clearance Form, signed by EHS, attached.

4. ASSOCIATED DOCUMENTS

EHS_SOP325_FORM001 Radiation Laboratory Survey
EHS_SOP330_FORM001 Notice of EHS Clearance (Equipment)
EHS_SOP341_FORM001 Notice of Decontamination

5. PROCEDURE

- Equipment and fixtures used to process or store chemicals (e.g. chemical fume hoods, refrigerators, storage cabinets)
 - Safely remove all chemicals from the equipment.
 - Collect the material for reuse or for hazardous waste disposal.
 - If applicable, use an inert liquid to purge or rinse out chemical residue. In some cases, rinsate will need to be disposed of as hazardous waste. Call EHS with questions regarding hazardous waste disposal of chemicals and/or rinsate.
 - Contaminated refrigerators, ovens and other equipment with non-permeable surfaces must be decontaminated by scrubbing with warm soapy water. Call EHS for more specific information about decontamination.
 - Before facilities personnel work inside a fume hood, the researcher must remove all containers from the fume hood and thoroughly wash interior surfaces with warm, soapy water. Complete the EHS_SOP341_FORM001 Notice of Decontamination and tape to the front of the unit.
 - Before a laboratory can be closed out and signed off on, all fixtures, cabinets drawers, and preparation areas for chemicals must be decontaminated with warm soapy water, and the [EHS SOP341 FORM001](#) Notice of Decontamination must be completed and taped to the areas that were decontaminated.
 - Contact the UCF Laboratory Safety Officer for assistance (3-5498).
- Equipment and fixtures used to process of store biological material (e.g. biosafety cabinets, centrifuges, incubators)
 - Remove biological material from the equipment.
 - Decontaminate with an appropriate disinfectant and allow adequate contact time.

- Clean the equipment with warm soapy water, and scrub as necessary. If bleach is used, it may be necessary to rinse the metal surfaces with water and/or 70% ethanol, as bleach will corrode the metal. Complete the [EHS SOP341 FORM001](#) Notice of Decontamination and tape it to the front of the unit.
- Before a laboratory can be closed out and signed off on, all fixtures, cabinet drawers, and preparation areas for biological must be decontaminated with appropriate disinfectant and allowed adequate contact time.
- Clean areas with warm soapy water and, if bleach is used, it may be necessary to rinse the metal surfaces with water and / or 70% ethanol. The EHS_SOP341_FORM001 Notice of Decontamination must be completed and taped to the areas that were decontaminated.
- Contact the UCF Biosafety Officer for assistance (3-1526).
- Equipment and fixtures used to process or store radioisotopes
 - A thorough radiation survey of all accessible surfaces must be performed with an appropriate instrument and swipes and recorded on form EHS_SOP325_FORM001 Radiation Laboratory Survey.
 - If radioactive contamination is detected, the equipment must be cleaned until a survey shows that contamination has been removed or meets an acceptable level per the Radiation Safety Manual.
 - Before a laboratory can be closed out and signed off on, all fixtures, cabinets drawers, and preparation areas for radioisotopes must be decontaminated with appropriate cleaner provided by the Radiation Safety Officer, and the [EHS SOP341 FORM001](#) Notice of Decontamination must be completed and taped to the areas that were decontaminated.
 - Contact the UCF Radiation Safety Officer for assistance (3-0476).
- Requirements for laboratory equipment disposal
 - The equipment must be cleaned and decontaminated inside and out so that it is safe to handle by Facilities Operations or contractors without the use of personal protective equipment (e.g., gloves).
 - If the equipment contains hazardous or regulated components, e.g., coolant from a refrigerator, mercury containing bulbs from a microscope, or oil from a vacuum pump, contact EHS about the safe removal of these components.

- All labels, signage, and hazard warnings (e.g., universal biohazard symbol) must be removed or defaced.
- If the unit is on the UCF Inventory, complete the process to remove unit from the inventory and remove inventory decals.
- Once the above tasks have been completed, contact EHS to determine how to proceed.
- Note: In most cases, electrical equipment **may not** be discarded in the normal trash.
- **IF THE EQUIPMENT CAN NOT BE DECONTAMINATED OR HAZARDOUS/REGULATED COMPONENTS CANNOT BE REMOVED, CONTACT EHS.**

6. RECORD KEEPING

Records generated by this procedure are kept on hand by the Laboratory Safety Coordinator for 3 years.

7. ARCHIVES

Records generated by this procedure are archived by the laboratory Safety Coordinator for life.

8. DISTRIBUTION

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9. DOCUMENT HISTORY

Date	Revision number	Author	Modifications
07/01/2019	0	Casey Brock	Format based on EHS SOP001
03/01/2023	1	Franco Del Pino	Added hyperlink to Notice of Decontamination Form. Updated BSO and RSO extension number
04/04/2023	2	Sean Brennan	Annual review