
CHEMICAL BIOHAZARD DECON EQUIPMENT RELEASE CHECKLIST POLICY

Category: Facilities

Date Established: Unknown

Responsible Office: Environmental Health & Safety

Date Last Revised: -

Responsible Executive: Executive Vice President University Support Services

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This policy has not yet been vetted or formatted as part of the [policy review project](#), however, all requirements of the policy are current and in force.

Summary

In order to comply with applicable federal and state regulations, all laboratory equipment must be decontaminated prior to releasing the equipment for unrestricted use.

Policy

POLICY STATEMENT

Chemical and Biohazardous Materials Removal: Depending on the size of the equipment to be released for unrestricted use, plan enough time to perform all necessary decontamination procedures.

- A) Remove and properly store any hazardous chemicals or biological materials to be saved.
- B) If the equipment (e.g., refrigerators, freezers, hoods, etc.) contains hazardous chemicals and/or biological agents, determine what can be disposed of (check for items, which might have significant chemical degradation). Process disposal paperwork and have chemical wastes removed by EH&S (829-2401). Follow your department's procedures for disposing of Regulated Medical Waste for biological/medical waste.
- C) Equipment must be empty of all hazardous chemicals and biological materials prior to certifying the equipment for unrestricted use. In addition, chemical residues, stains, deposits, etc. on or in the equipment must be removed, neutralized, or otherwise rendered non-hazardous to human health or the environment using appropriate chemical and physical methods.
- D) Decontaminate all internal and external surfaces with appropriate solutions that are known to kill the organisms that may be present and/or inactivate the hazardous substances of biological origin.
- E) If gaseous disinfectant (e.g. formaldehyde) is used, appropriate precautions must be taken to prevent a release of the material that may cause adverse effects to humans or the environment.
- F) If decontaminating agents may leave a corrosive or otherwise harmful residue, the surfaces must be rinsed clean of hazardous contaminants.
- G) Hazard labels must be removed or defaced when the respective hazards have been removed from equipment.

- H) Final Equipment Survey - After all items are removed from the equipment, do a thorough survey of the equipment (all internal and external surfaces, void spaces, etc.). Decontaminate all internal and external surfaces of the equipment before certifying the equipment for unrestricted use. Affix a signed and dated Equipment Release Certification form to the exterior of the equipment in a prominent location to certify that the equipment poses no hazard to human health or the environment.

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