

Laboratory Equipment Decontamination Form

When equipment needs to be repaired, disposed of or transferred to a new location, it must be decontaminated.

This form is to be used for all lab equipment that has the potential to be contaminated with chemical or biological substances (e.g., storage cabinets, fume hoods, refrigerators, freezers, microwaves, analyzers and incubators).

Submit a copy of this **completed** form to the Office of Safety (UND.safety@UND.edu) and attach the original to the equipment before repairs or removal from the laboratory.

LOCATION OF EQUIPMENT			
Building/Room #:		Department:	
Principal Investigator:		PI Phone Number:	
EQUIPMENT INFORMATION			
Type of Equipment:		Manufacturer:	
Model / Serial #:		Reason for repair or removal:	
EQUIPMENT STATUS			
☐ To Be Sent for Surplus ☐ To Be Moved to Another Lab ☐ Disposal			
☐ In-lab Maintenance/Repair ☐ To Be Transferred to Another PI			
DECONTAMINATION STATUS			
☐ Equipment has never been in contact with biological, chemical, or radioactive materials. (NOTE: this does not exclude the equipment from the cleaning process)			
☐ Equipment has been in contact with: ☐ Biological Agents/Animals – List Biohazards: ☐ Chemicals – List Hazardous Chemicals: ☐ Radioactive Materials – List Isotopes:			
Describe the Decontamination Method:			
ATTESTATION:			
I certify that the above-mentioned equipment has been thoroughly cleaned and decontaminated of all chemical, biological and radioactive contaminants according to recommended guidelines.			
Person Performing Decontamination:		Date:	

The UND Office of Safety is not responsible for ensuring the decontamination of any lab equipment. If you have questions about this policy or need guidance on proper decontamination methods or requirements, please contact the Office of Safety. It is the equipment owner's responsibility to ensure that proper procedures are followed according to UND policies prior to the release of lab equipment to any receiving entity.

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- The type of equipment should be identified e.g. (refrigerator, fume hood, storage cabinets) and the appropriate box checked for type of contaminant or hazardous material (chemical hazard, biological or radiation materials). All requested information on the form must be filled in by the individual doing the decontamination.
- Lab equipment and fixtures used for chemical storage or research activities (storage cabinets, fume hoods, refrigerators, centrifuges, countertops, incubators, ovens etc.):
 - Remove all chemicals from equipment to be moved or repaired and thoroughly clean with warm soapy water. Facilities will not move equipment containing spilled chemicals or do repairs during active manipulation of hazardous materials.
 - Remove or deface safety related hazard warning stickers from equipment if the equipment is being transported from the lab to surplus. Laboratory equipment that has not been used with chemicals, biological or radioactive materials should also be cleaned with a detergent solution before being surplus.
 - Contact the Office of Safety if you have questions on chemical hazards decontamination.
- Contact the Office of Safety at (701) 777-3341 if the equipment contains hazardous or regulated components such as coolants, mercury or oil from vacuum pumps etc.
- Equipment used for storage and processing of biological materials should be decontaminated with an appropriate disinfectant while allowing adequate contact time. **NOTE:** Following decontamination with 10% bleach solution, metal surfaces should be rinsed with water and 70% ethanol.
- Equipment used with radioactive materials must be decontaminated with an appropriate cleaning solution. Contact the Radiation Safety Officer at (701) 777-5931 for initial survey, recommended cleaner suggestions and after decontamination process surveys. The equipment must be cleaned until radiation surveys show that any contamination has been removed and meets acceptable levels. Any radioactive waste materials must be disposed of in the appropriate radioactive waste bin and the Radiation Safety Officer must be notified for waste pick-up. To render the decontamination process complete, the final radiological survey must be conducted by the UND Radiation Safety Officer.