

LABORATORY EQUIPMENT DECONTAMINATION FORM

This form is to be filled by a laboratory researcher/employee knowledgeable of the hazardous materials used in the equipment. The form only clears the lab equipment (fume hood, cabinets, refrigerator, freezer, etc.) for transportation or repair by facilities / contractors. After decontamination, attach the decontamination tag (see lab equipment decontamination tag) on the equipment and follow normal channels for surplus, work order submission, or equipment moving. Instructions for completing the form are provided on page 2 for instructions. This form must be forwarded to:

For equipment surplus: William (Bill) Capps ([Tel:334-844-4984](tel:334-844-4984), Email: cappswb@auburn.edu)

For equipment moving /relocation: Laura Fox ([Tel:334-703-0214](tel:334-703-0214), Email: lsf0001@auburn.edu)

For equipment repair: After submitting a work order, email this form to

workmgt@auburn.edu (Facilities help desk Tel: 334-844-4357)

Equipment Owner Information

Building: _____ Room: _____

Contact Person: _____ Phone/Email _____

Department: _____ Principal Investigator: _____

Equipment Description and Use:

Equipment Description: _____

This equipment has been used with the following materials (check applicable contaminant)

Hazardous chemicals

Biological agents

Radioactive materials

Describe actions taken to decontaminate: _____

Equipment Owner:

I certify that the above referenced equipment has been thoroughly cleaned and decontaminated of all chemical, biological and radioactive contaminants according to recommended guidelines.

Print Name: _____ Phone number _____

Signature: _____ Date _____

Instructions for Completing Form

1. 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 by the individual doing the decontamination.
2. 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 not used with chemicals, biological or radioactive materials should also be cleaned with a detergent solution before being surplused. Contact RMS at (334) 844-2546 (Heath Hardison) or (334) 740-9711 (Catherine Situma) if you have questions on chemical hazards decontamination.
3. Contact RMS at (334) 844-2546 (Heath Hardison) or (334) 740-6115 (Kaitlin O'Dell) if fume hoods are to be removed from labs.
4. Contact RMS at (334) 844-4805 (Tom Hodges or Michael Freeman) if the equipment contains hazardous or regulated components such as coolants, mercury or oil from vacuum pumps etc.
5. Equipment used for storage and processing of biological materials should be decontaminated with appropriate disinfectant while allowing adequate contact time. Following decontamination with 10% bleach solution, metal surfaces should be rinsed with water and 70% ethanol. Contact AU Biosafety Officer at 334-750-8040 (Abbie Beaty) for decontamination of Biosafety Cabinets.
6. Equipment used with radioactive materials must be decontaminated with appropriate cleaning solution. Contact AU Radiation Safety at 334-703-0164 (Sevgi Kucuktas) 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 meet acceptable levels. Any radioactive waste materials must be disposed in the appropriate radioactive waste bin and AU Radiation Safety must be notified for waste pick-up. To render the decontamination process complete, the final radiological survey must be performed by AU Radiation Safety staff.