



**GUIDELINES FOR DISPOSAL OF SURPLUS EQUIPMENT AND MATERIALS FROM LABORATORIES AND SHOPS
WITH HAZARDOUS CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL MATERIALS**

General lab equipment not contaminated with hazardous materials

- Laboratory and clinical equipment needs to be cleaned, and dust free.
- Water baths must not contain any water and thermometers removed (regardless of any equipment, ALL thermometers need to be removed).
- Dry baths, heat blocks, and ovens need to have thermometer removed.
- Water-jacketed incubators need to be drained (an empty incubator is easy to shake) and checked inside.
- Stirrer and hot plates need to be cleaned and stained free (this does not apply to permanent stains).
- All refrigerators, cold boxes, side-by-side refrigerators (-20°F, -4°F) need to be defrosted and checked thoroughly inside and out. Also, be sure to check the drip pan underneath is empty and thermometer removed.
- Centrifuges need to be empty inside.
- Microwaves need to be checked inside and cleaned.
- Power supply units need to be cleaned and dust free.
- Ice machines need to have ice removed and remaining water drained.
- Microscopes need to be cleaned.
- Desks, chairs, lab stools, tables, file cabinets, computers, monitors, and cameras, need to be cleaned prior to being moved. Also, desk and file cabinets need to be unlocked and emptied.

Lab equipment and materials contaminated with hazardous chemicals

- All chemicals must be removed from equipment. Refer to Hazardous Waste and Satellite Accumulation Area Guide.
- Stainers need to be cleaned and have all chemicals removed from inside.
- Liquid nitrogen Dewar needs to be checked inside and emptied.
- Mercury containing equipment cannot be disposed of via surplus. This is managed as a universal waste by Environmental Health and Safety (EHS). Contact EHS for disposal of these materials (i.e., mercury switches, thermometers, sphygmomanometers, barometers, Coulter counters, etc.)
- Flammable, acid, corrosive cabinets need to be empty.
- Oil must be removed from vacuum pumps prior to the move. Refer to Hazardous Waste and Satellite Accumulation Area Guide.

Lab equipment and materials contaminated with biological materials

- Any equipment that was used for/with biological materials must be disinfected using an appropriate disinfectant for the proper contact time.
- Biological safety cabinet need to be decontaminated and have HEPA filters removed. Contact EHS for a list of companies that provide this service.

- Blood draw chairs and examination beds need to be disinfected using an appropriate disinfectant for the proper contact time prior to surplus.
- DNA synthesizer needs to have tubing removed.
- Biohazard symbols need to be removed from all equipment. Any equipment that was used for biological materials must be disinfected using an appropriate disinfectant for the proper contact time.
- Shakers need to be emptied and cleaned inside and out. If biological materials were used in the shaker, the shaker must be disinfected with an appropriate disinfectant for the appropriate contact time.
- Empty the condensation trap on a Speed-vac.

Lab equipment and materials contaminated with radiological materials

- Contact EHS prior to disposal of equipment with a radioactive source.
- Contact EHS prior to disposal of equipment with a laser (printers are excluded).
- Plexiglas boxes or shields related to work with radioactive materials must be wipe-tested prior to disposal via surplus. This wipe test must be documented and a copy sent to EHS.

If there are any questions contact Environmental Health and Safety at 372-3227.