**Department of Veterans Affairs**

**VA Pittsburgh Healthcare System**

**Research and Development Office**

Guidelines for Moving Equipment from Laboratories that Use Biological Agents

There are two types of requests for moving laboratory equipment:

1. Equipment that is going into storage or is going to be disposed because it is not being used or is broken.
2. Internal move of equipment within a VAPHS building or to another VAPHS building.

The Principal Investigator or designated contact submits a work order request for moving of laboratory equipment. After submitting the work order, the equipment must be decontaminated (as per Handbook 1200.08, Appendix E, Section 5.c) with a 10% bleach solution or an approved EPA-registered disinfectant according to the following guidelines.

**Decontamination Guidelines:**

* Put on appropriate personal protective equipment. At a minimum, gloves and safety glasses should be worn. Consult with the Biosafety Officer (412-360-2842) or laboratory SOP’s, if necessary.

* Spray an appropriate EPA-registered disinfectant on the equipment. In most cases, a 1:10 (10%) bleach solution can be used to decontaminate biological agents.
* Allow disinfectant to remain on the equipment for the appropriate contact time (20 minutes for bleach).
* Completely remove the disinfectant from the equipment by wiping with a disposable towel.
* Print out a Decontamination Certification form. Sign, date, and affix the form to the equipment.
* It is the responsibility of the Principal Investigator or designated contact to sign the form and affix one form to each piece of equipment.
* Equipment is ready to be moved.

**IMPORTANT NOTES:**

1. The Radiation Safety Officer must clear any equipment in laboratories that utilize radioactive materials prior to decontamination by laboratory personnel (also includes scintillation counters). The Radiation Safety Officer can be reached at 412-360-3221.
2. For Biological Safety Cabinets, laboratory personnel are NOT permitted to perform or certify the decontamination of a biological safety cabinet that is being moved. A certified vendor must be contacted to conduct the decontamination process and certify the unit prior to moving. Please also note that once the biosafety cabinet is relocated, if it will be used again, it must be recertified by a certified vendor.
3. Once the equipment is decontaminated by laboratory personnel and a signed certification form is affixed, the laboratory equipment CANNOT be used.

Contact the Biosafety Officer for Research at 412-360-2842 with any questions.

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**Laboratory Equipment Decontamination Certificate**

Equipment must be decontaminated prior to removal from a laboratory or relocation between VAPHS spaces.

All equipment used to handle or store biological agents or equipment located in a laboratory that utilizes biological agents (freezers, incubators, centrifuges, etc.) must be decontaminated with bleach (sodium hypochlorite) or another approved EPA-registered disinfectant.

* Put on appropriate personal protective equipment. At a minimum, gloves and safety glasses should be worn.
* Spray an appropriate EPA-registered disinfectant on the equipment. In most cases, a 1:10 (10%) bleach solution can be used to decontaminate biological agents.
* Allow disinfectant to remain on the equipment for the appropriate contact time (20 minutes for bleach).
* Completely remove the disinfectant from the equipment by wiping with a disposable towel.
* **Print out a Decontamination Certification form. Sign, date, and affix the form to the equipment.**
* Equipment is ready to be removed. Once decontaminated, the equipment CANNOT be used.

**ONE FORM IS REQUIRED FOR EACH PIECE OF EQUIPMENT.**

**\*PLEASE NOTE - It is the responsibility of the Principal Investigator or designated contact to sign the form and affix it to the equipment.**

Instructions: Please print information in the designated blocks.

|  |  |  |
| --- | --- | --- |
| Name and Phone Number: | Office/Lab Location: | Location of Equipment: |
|  |  |  |
| Manufacturer and Model Number: | EE Number: | Serial Number: |
|  |  |  |

**Radiation Safety Officer** must sign for equipment that utilizes radioactive materials prior to decontamination. If equipment is not in contact with radioactive materials, please put “N/A” in signature block.

|  |  |
| --- | --- |
| Radiation Safety Officer Signature: | Date: |
|  |  |

I certify that the above listed equipment was decontaminated on the listed date prior to moving/removal. I certify that the equipment was not used following the decontamination procedure and posting of this certification form.

|  |  |
| --- | --- |
| Principal Investigator or Designated Contact Signature: | Date: |
|  |  |