Equipment relocation, removal or surplus instructions

This document provides guidance on relocating equipment between laboratories or sending laboratory equipment to surplus and complies with ASU policy EHS 405. This includes equipment that has either been used in laboratory procedures or used to store hazardous materials.

Procedure

1. Follow all SOPs to power down and place the equipment in a storage state.
    a. Remove all samples, chemicals, etc., from the equipment as applicable.
    b. Ensure the equipment is unplugged and unable to be placed back into service.
    c. Place an “Out of Service” notice on the unit, identifying the model, serial number, and date.
2. Complete an Equipment Move or Clearance form in CEMS for each piece of equipment. For moves of an entire laboratory and associated equipment, please email EHS for guidance.
    a. Ensure the equipment is described in the CEMS submission and include ASU asset tag numbers if present.
    b. Status of the request can be monitored on your CEMS dashboard.
    c. This form is required for EHS clearance; surplus will not pick up equipment not approved in CEMS via this form.
3. Disinfect and decontaminate the equipment depending upon the materials or agents used with the equipment.
    a. **Biological:** wipe down the equipment surfaces with a 10% dilution of freshly made bleach or similar disinfectant effective against the agent(s) used or provide proof of gas decontamination. Contact Biosafety at biosafety@asu.edu with questions.
    b. **Chemical:** wipe down with appropriate solvent to remove chemical residue. Process the materials used for the decontamination as chemical waste.
    c. **Radioactive materials**: contact the Radiation Safety Officer at radiationsafety@asu.edu for directions.
    d. **Lasers:** ensure that chemical and biological contamination has been removed. Once the lasers are decontaminated, contact the Laser Safety Officer for assistance at radiationsafety@asu.edu. Do not relocate lasers without contacting the LSO.
4. EHS will verify disinfection and decontamination of the equipment.
5. Ensure all labels and hazard identification signage have been removed from equipment before being sent to surplus.
6. EHS will provide a signed form to display on the equipment, clearing it for relocation or surplus. After the department submits the surplus request, the equipment is cleared to be moved or sent to surplus.

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Note: Fume hoods, biosafety cabinets, gloves boxes and other primary containment equipment may take longer to process for approval to relocate or surplus due to the steps to decontaminate and certify. The department or lab is responsible for covering all third-party vendor decontamination costs.

References

ASU Biosafety Manual

ASU Chemical Hygiene Plan

ASU Laser Safety Manual

ASU Radioactive Materials Manual

EHS 112: Biosafety Policy Governing the Possession, Use, and Transfer of Biological Agents and Toxins of Biological Origin

EHS 205: Storage of Hazardous Chemicals

EHS 401: Hazardous Waste Management

EHS 405: Laboratory Start-up/Close-out and Equipment Relocation