EQUIPMENT RELEASE PROCEDURE

PURPOSE

To ensure that equipment that requires servicing or will be disposed, relocated or transferred to another user is free of hazardous materials contamination in compliance with applicable regulatory requirements.

RESPONSIBILITIES

It is the responsibility of the individual in charge of the equipment to ensure that the equipment and any areas associated with the equipment are cleaned and decontaminated prior to being serviced, disposed, relocated or transferred.

PROCEDURE

Common examples of equipment that must be cleaned and decontaminated include biosafety cabinets, water baths, chemical storage cupboards, fume hoods, autoclaves, vacuum pumps, incubators, pipette washers, homogenizers, cage washers, shaker units, vortexes, sonicators, centrifuges, refrigerators, freezers, sinks/drains/traps, etc. Some equipment may need to be decommissioned by removal of hazardous materials (e.g. radioactive sources in liquid scintillation counters, lead shielding, pump oil, chemicals, etc.) or removal of power cords.

Follow the appropriate steps below:

1. Identify the type of equipment to be released:
   - **Equipment Used with Hazardous Materials - e**quipment that was used with or contains hazardous materials (chemical, radiation or biological) must be decontaminated prior to moving, transfer or disposal. See Appendix A, "Guidelines for Decontamination and Decommissioning".

   - **Equipment Containing Intrinsic Hazardous Materials -** Some equipment may contain hazardous materials that are intrinsic to the item itself (e.g. lead shielding; mercury switches). Examples of intrinsic hazardous materials which must be identified prior to transfer, disposal or surplus are:
     - Asbestos Containing Material
     - Mercury
     - Lead
     - Fuel/Oil/Lubricant
     - Polychlorinated Biphenyls
     - Others, such as sealed radioactive sources (e.g. Liquid Scintillation Counters, Gas Chromatograph Electron Capture Detectors)

These hazardous materials may need to be removed prior to disposal/surplus and may also need to be accounted for on regulatory reporting inventories maintained by Safety Services.

Contact Safety Services <u>prior to moving or disposing</u> these items.

- **Equipment with Other Safety Hazards - c**ertain types of equipment may need to be rendered inoperable prior to disposal. Each equipment item should be assessed on an individual basis. *Examples:*
  - X-ray Equipment (x-ray tube and lead shielding must be removed for separate disposal)
  - Lasers (must have the power cord removed prior to disposal)

2. Decontaminate/decommission the equipment – see Appendix A, "Guidelines for Decontamination and Decommissioning".

3. Complete the Appendix B, "Equipment Release Form" for all unwanted equipment used with or containing hazardous materials.

4. Submit the form to safety.services@uleth.ca for review. Safety Services will update inventories of regulated equipment and return the form when review is completed. Equipment shall not be removed from the laboratory or work area until Safety Services has completed the review and has returned a signed copy of the Equipment Release Form.

5. Attached the signed Equipment Release form to the equipment. Maintain a copy for your records.

6. Contact Financial Services to update the assets inventory in accordance with the UofL Asset Management Policy.

7. Contact Facilities to arrange for pick-up from lab.

Items will be picked-up by Facilities and accepted by Financial Services for surplus **ONLY** if they have been cleaned, have an Equipment Release label attached, and an Equipment Release form has been completed.

APPENDIX A: Guidelines for Decontamination and Decommissioning

Chemicals – Wash down equipment and associated areas with an appropriate cleaning agent to remove any surface contamination. This must be repeated a minimum of 3 times to ensure minimum contamination. Contact Safety Services for further guidance on chemical decontamination.

Biological Materials – Equipment used with any biological materials must be decontaminated with an appropriate disinfectant specific to the biological material. Refer to the Biosafety Code of Practice for approved decontamination procedures. For example, 10% bleach, (composed of 1 part bleach and 9 parts water made fresh each time) with a contact time of minimum 20 minutes may be used for most biological materials. If unsure about which disinfection method to use, contact the Biosafety Officer. Biosafety cabinets must be decontaminated by a certified technician prior to the biosafety cabinet being repaired, moved, or decommissioned. Contact the Biosafety Officer for assistance.

Nuclear Substances – Equipment and associated areas contaminated with nuclear substances must be decontaminated in accordance with approved procedures under the nuclear substance permit. Wipe tests must be collected and analyzed to confirm the equipment and associated areas are free from radioactive contamination prior to performing any work. Contact the Radiation Safety Officer for further guidance on decontamination.

Decommissioning – Specific procedures are required for decommissioning equipment containing radioactive sources, lasers, x-ray equipment (e.g. source, shielding, and/or power cord removal). Contact Safety Services for assistance.

Additional information for specific University requirements can be found in the following procedure manuals:

- Laboratory Chemical Safety Manual
- Radiation Safety and Procedures Manual
- Biosafety Code of Practice

Contact safety.services@uleth.ca for assistance and further information.

APPENDIX B: UNIVERSITY OF LETHBRIDGE - EQUIPMENT RELEASE FORM

See Equipment Release Procedure for instructions. Submit completed form to: safety.services@uleth.ca
This form must accompany any equipment from:

- a laboratory for disposal, surplus, maintenance, repairs, transfers and relocation.
- a non-laboratory area if it contains, has contained, or has been in contact with any hazardous materials.

SECTION A: Requestor	**SECTION B: Equipment Information**
Name:	Description/Type:
Department:	UofL Barcode #:
Phone:	Serial #:
Email:	Current Location:
	New Location (if applicable):

SECTION C: (to be completed by individual responsible for equipment)

Clearance requested for:
☐Disposal ☐Surplus ☐Repair ☐Relocation within UofL ☐Transfer

HEALTH AND SAFETY HAZARDS

This equipment contains hazardous materials intrinsic to the device:
☐Asbestos containing materials ☐Mercury ☐Polychlorinated Biphenyls (PCB) ☐Lead
☐Fuel/Lubricant/Oil ☐Radioactive source ☐ Other:_____(attach SDS) ☐Not Applicable
Hazardous Materials have been removed from this equipment: ☐Yes ☐No
Sign below and send form to safety.services@uleth.ca

This equipment has been in contact with radioactive, biological, or chemical hazardous materials or been used in areas where these hazardous materials are present: ☐Yes ☐No
If "No", sign below and attach form to equipment.
If "Yes", complete the appropriate section below, sign and* send *form to safety.services@uleth.ca

Check the hazardous materials used with the equipment:
☐Chemical ☐ Biological ☐Radioactive ☐Other

Specify the hazardous materials that may be present (chemical name, radioisotope, biohazardous agent including blood/body fluids, etc.)

List other known safety hazards associated with the equipment.

Has the equipment been decontaminated? ☐Yes ☐ No
If yes, describe the decontamination process used:
If no, explain why:

DECLARATION OF COMPLIANCE: *signature of Principal Investigator or equipment owner confirming information above*

☐ **Radioactive Materials:** I certify that this equipment has been verified to be free of detectable radioactive contamination. (Copy of the contamination survey record attached).

☐ **Biohazardous Materials/Agents (incl. blood/body fluid):** I certify that this equipment has been disinfected with a suitable disinfectant.

☐ **Chemical:** I certify that this equipment has been cleaned of possible chemical contaminants. (Minimum requirement - equipment surfaces wiped with water & mild detergent).

Date:	**Name:**	**Signature:**

SECTION D: HAZARD DECOMMISSIONING		**CAMPUS SAFETY – SAFETY SERVICES USE ONLY**
Name: **Signature:** **Date:**	**☐Chemical verified** **☐Biological verified** **☐Radioisotope verified** **☐Release label attached**	**☐Registered equipment inventory updated** **☐Registered equipment permits/certificates updated** **☐Lab signage updated**