

Biological Sciences Laboratory Moves and Decommissioning

Laboratory equipment

All laboratory equipment that is to be moved between labs must be decontaminated (wiped clean with Lysol or other effective disinfectant). The equipment must then be tagged with an Equipment Hazard Tag listed on the EHS website under **forms and documentation** <http://ehs.ua.edu/forms-and-documentation/> as a **Decommissioning Hazard Tag** <http://ehs.ua.edu/wp-content/uploads/2013/08/UA-lab-decon-haz-tag.pdf> . EHS staff, must approve and sign the hazard tag after it has been completed and attached to the equipment. Contact Mitch Yerby myerby@fa.ua.edu or call EHS 348-5905 to arrange approval.

There is a link to instructions for completing this form <http://ehs.ua.edu/wp-content/uploads/2013/08/UA-lab-decon-haz-tag-guide.pdf>

All equipment moved by UA Logistics, whether it is going to new space or to Surplus Property, must be properly decontaminated and approved by EHS before a Logistics work order is requested.

If equipment is inventoried with Property & Inventory Management it will have a yellow and white bar code tag. The new location can be updated with the Transaction Form <http://fawp.ua.edu/surplus/wp-content/uploads/sites/8/2018/09/Transaction-Form-09-04-2018.pdf> after the move is made.

Unwanted equipment:

Equipment that is not inventoried should be cleaned, tagged and sent to Surplus Property for proper disposal or recycling. All metal equipment, even if no longer functional, should be sent to Surplus Property for scrap metal. While clearing a lab you can bulk smaller pieces in a heavy duty cardboard box for scrap metal.

Equipment that is currently on inventory (yellow and white bar code tag) must have a **Property & Inventory Management Transaction Form** completed. <http://fawp.ua.edu/surplus/wp-content/uploads/sites/8/2018/09/Transaction-Form-09-04-2018.pdf> . The form should be sent to the department chair or property manager for signatures. If the equipment is going to **Surplus Property** it must have **the Equipment Hazard Tag and a copy of the Transaction Form on it at the time of pick up**. The Transaction form must also be provided to Property & Inventory Management when the work order is submitted. Submit the form as an email attachment to property@fa.ua.edu .

Chemicals

Dispose of unwanted chemicals by completing the **Waste Disposal Request**

<http://ehs.ua.edu/operations/hazardous-materials/chemical-storage-facility/request-pickup-of-unwanted-chemicals/> and following waste disposal guidelines on the EHS website <http://ehs.ua.edu/>.

Report change in location of moved chemicals by logging in to your chemical inventory account or by reporting chemical tag numbers and new locations to EHS staff.

Chemical Fume Hoods and Biological Safety Cabinets

Contact Mitch Yerby, EHS Ventilation Specialist (<http://ehs.ua.edu/contact-us/staff-listing/mitch-yerby/>), for verifying proper cleanup of chemical fume hoods and biological safety cabinets. Hoods and Cabinets must be cleaned prior to vacating a lab, but specific requirements may vary based on prior use of the equipment.

Paper Recycling

Request large paper recycling bins from Jeremy Faulkner jfaulkner@fa.ua.edu or Tyreece Hampton thampton@fa.ua.edu with Logistics & Support Services / Recycling. Indicate that you are moving from a lab/office and that the bin is for short term use. Specify whether you need a confidential or standard bin or both.

Computer equipment

Dispose of unwanted computer equipment by completing the **Technology Equipment Pick-up request** on the **Hardware and Software** pull down menu on the eTech website <https://etech.as.ua.edu/#>.

Decommissioning / Vacating a Laboratory

Once the lab is vacated it must be cleaned and approved by EHS as Safe and Compliant. Check all of the items on the **Decommissioning Safe and Compliant Room Tag** available on the forms and documentation list, as well as any additional unique laboratory issues identified by EHS.

Decommissioning Safe and Compliant Room Tag

Certification of Lab as Safe and Compliant – post decommissioning

- Waste is packaged and disposed of
- Chemical and biological samples are properly labeled and stored
- Radioisotopes issues are addressed
- Equipment has been labeled with hazard tags attached
- Surfaces have been wiped down
- Hazard tag has been affixed to the laboratory door