

Laboratory and Refrigerated Equipment Disposal Procedures

OVERVIEW

All laboratory equipment being disposed of or sent to surplus at The Ohio State University must be cleaned and decontaminated before it is removed from the lab. The following protocols must be followed based on equipment type and agents that were used with the equipment that is being disposed. In accordance with the Zero Waste Goal to divert 90% of material away from landfills, Ohio State prioritizes reuse over disposal. If the item has reuse value, information on OSU Surplus procedures and contact information can be found at <https://busfin.osu.edu/surplus>. If the item has reached the end of its useful life, contact Facilities Operations & Development (FOD) for disposal pickup by submitting a work order.

DECONTAMINATION OF GENERAL LABORATORY EQUIPMENT

Equipment used only for Non-Hazardous Material

- If there is no evidence of spills or leaks of non-hazardous items, contact FOD for surplus or disposal.
- Any remnants of non-hazardous items should be cleaned with soap and water. Contact OSU Surplus for item to be reused or FOD for disposal.

Chemicals and Drugs Only

- If there is no evidence of spills or leaks of chemicals or drugs, contact FOD for surplus or disposal.
- Any remnants, spills, or leaks of chemicals or drugs must be cleaned with appropriate solvent (if possible, use isopropyl alcohol or soap and water). Contact Surplus for item to be reused or FOD for disposal.

Biological Agents Only

- Decontaminate equipment by wiping down equipment with 10% bleach solution. If there is no evidence of spills or leaks, contact FOD for surplus or disposal.
- If biological agents have spilled or leaked, cover contaminated surfaces with absorbent pads and soak with 10% bleach solution. Allow 30 minutes of contact time. Contact OSU Surplus for item to be reused or FOD for disposal.

Combination of Chemicals/Drugs and Biological Agents

- Decontaminate by wiping down equipment with 10% bleach solution. If there is no evidence of spills or leaks, contact Surplus for item to be reused or FOD for disposal.

Be safe today and remain a Buckeye tomorrow.

- If any leaks or spills occurred, follow the aforementioned protocols based on which agent spilled or leaked. Be careful not to combine incompatible substances such as bleach and ammonia. Contact OSU Surplus for item to be reused or FOD for disposal.

Radioactive Material and Any Combination of Radioactive Material with Chemicals, Drugs, or Biological Agents

- Follow the reporting, surveying, and tagging procedures as established by Radiation Safety (found on page 40 of the [Radiation Safety Standards](#), Section IX D)

DECONTAMINATION OF REFRIGERATORS AND FREEZERS

Refrigerators/Freezers used only for Non-Hazardous Materials

Refrigerators/freezers that were not used for storage of chemicals, drugs, biological agents, or radioactive materials should be emptied and defrosted by the users. Any spillage or leakage of non-hazardous items should be cleaned with soap and water. OSU Surplus is the only unit on campus that evacuates refrigerant and therefore must be contacted for pickup. Even if the refrigerator has reached the end of its useful life, FOD will not remove refrigerators.

Chemicals and Drugs Only

- Remove all items and defrost. If there is no evidence of spills or leaks, contact FOD for OSU Surplus or disposal.
- If chemicals or drugs have spilled or leaked, clean with appropriate solvent (if possible, use isopropyl alcohol or soap and water). Contact OSU Surplus for item to be reused or FOD for disposal.

Biological Agents Only

- Remove all items and defrost. Decontaminate by wiping down equipment with 10% bleach solution. If there is no evidence of spills or leaks, contact FOD for OSU Surplus or disposal.
- If biological agents have spilled or leaked, cover contaminated surfaces with absorbent pads and soak with 10% bleach solution. Allow 30 minutes of contact time. Contact OSU Surplus for item to be reused or FOD for disposal.

Combination of Chemicals/Drugs and Biological Agents

- Remove all items and defrost. Decontaminate by wiping down equipment with 10% bleach solution. If there is no evidence of spills or leaks, Contact OSU Surplus for item to be reused or FOD for disposal.
- If any leaks or spills occurred, follow the aforementioned protocols based on which agent spilled or leaked. Be careful not to combine incompatible substances such as bleach and ammonia. Contact OSU Surplus for item to be reused or FOD for disposal.

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Radioactive Material and Any Combination of Radioactive Material with Chemicals, Drugs, or Biological Agents

- Follow the reporting, surveying, and tagging procedures as established by Radiation Safety (found on page 40 of the [Radiation Safety Standards](#), Section IX D

DECONTAMINATION OF BIOSAFETY CABINETS

Biosafety cabinets must be gas decontaminated by a qualified contractor prior to moving or disposal. Only biosafety cabinets that have been decontaminated through this manner are eligible to be disposed of or sent to surplus.

PICKUP

For each type of disposal/recycling the form included below should be completed and attached to the piece of equipment once the equipment is ready for pickup.

CONTACTS

OSU Surplus

Online: <https://surplusproperty.osu.edu/>

Phone 614.292.4182

OSU Solid Waste

Online: <https://fod.osu.edu/zero-waste>

Service 2 Facilities: <https://fod.osu.edu/make-request#s2f>

Phone: 614.292.4357

OSU Environmental Health & Safety

Online: <https://ehs.osu.edu/>

Phone: 614.292.1284

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EQUIPMENT OUT OF SERVICE

Equipment used only used for Non-Hazardous Materials

- ☐ Remove contents
- ☐ Defrost (if refrigerator/freezer)
- ☐ Clean spills or leaks with soap and water
- ☐ Sign form below
- ☐ Place signed sheet where it is visible on equipment
- ☐ Contact FOD

Equipment used for Chemicals/Drugs and/or Biological Agents

- ☐ Remove contents
- ☐ Defrost (if refrigerator/freezer)
- ☐ Decontaminate with 10% bleach solution if biological agents were utilized in/on equipment

☐ Clean spills or leaks (use isopropyl alcohol or soap and water for chemical/drug spills; for spills involving biological agents cover surfaces with absorbent pads and soak with 10% bleach solution for 30 minutes)

- ☐ Sign form below
- ☐ Place signed sheet where it is visible on equipment
- ☐ Contact FOD

Biosafety Cabinets

- ☐ Remove contents
- ☐ Decontaminate by wiping down equipment with 10% bleach solution
- ☐ Contact licensed contractor to gas decontaminate BSC
- ☐ Sign form below
- ☐ Place signed sheet where it is visible on equipment
- ☐ Contact FOD

Contact Information: for surplus materials create a disposal request at <https://surplusproperty.osu.edu/> or for disposal call 292-4182.

I have read and followed the appropriate protocols prior to contacting OSU Surplus or FOD for removal/disposal of this piece of laboratory equipment.

(signature)

(date)

(phone)

(print name)

(department)

FOR DISPOSAL **FOR SURPLUS** (Circle one)