

Environmental Health and Safety
Title: Laboratory Equipment Relocation/Removal SOP
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Version #: 02
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I. Purpose

The purpose of this document is to establish procedures to be followed by all personnel that are responsible for relocation or sending equipment to surplus.

II. Scope

This standard operating procedure applies to all laboratory equipment with and without an asset tag, located on University of North Texas Health locations. Moving laboratory equipment within the laboratory space is excluded from this SOP but can follow it.

III. Responsibility

- **Principal Investigator:** is responsible to ensure that laboratory staff are appropriately trained to decontaminate and prepare equipment for relocation or removed for surplus or disposal. The PI is responsible to ensure that all needed documentation is correctly completed and submitted. The PI is responsible for ensuring that equipment that will be relocated, will be able to go through the doors, and have the correct utilities.
- **Laboratory Staff** are responsible to ensure that the laboratory equipment is properly decontaminated and prepared for relocation or removed for surplus or disposal. Staff is responsible for ensuring that all documentation is correctly completed.
- **EHS Sr Director** is responsible to ensure that all the procedure is appropriate and reviewed yearly.
- **EHS Staff** are responsible to provide guidance to laboratory staff on the correct method to be used to decontaminate laboratory equipment. EHS Staff is responsible for reviewing the decontamination procedure and approving removal of the equipment from the laboratory.

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- **Facilities Maintenance Technicians:** have the responsibility to follow this procedure, ensuring that appropriate decontamination measures have been taken prior to handling lab equipment.

IV. Personal Protective equipment

Staff must wear proper PPE when preparing equipment for relocation. PPE will include at minimal:

- Lab coat/gown
- Nitrile gloves
- Safety glasses or face shield.

V. Procedure

a. Preparation of equipment for relocation

- i. Freezers can be relocated with full (with content still present)
 1. The outer door must be surface decontaminated
 2. The outer door must be tapped shut or locked
 3. Go to section IVe2.
- ii. LN2 Dewars need EHS pre-approval to be relocated full (with content still present)
- iii. All other equipment including fridges must be empty to be relocated. Follow the same procedures IVb to IVe.
- iv. EHS must approve any exceptions to the above conditions.
- v. PI has verified that the equipment can go through the doors to leave the current location and get to destination, including fitting in the elevators.
- vi. PI has verified that the equipment fits in the new location, and has the correct power supply, back up plugs, gas and water connections as needed.
- vii. Contact Facilities [Facilities work order system](#) for assistance.

b. Preparation of equipment for disposal

- i) Empty equipment of all samples, containers.
- ii) Defrost freezers. Follow the Freezer Defrosting SOP
- iii) Allow cold storage equipment such as LN₂ tanks to warm up to room temperature.
- iv) Allow heating equipment such as incubators to cool to room temperature.
- v) Empty water baths.

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c. Decontamination of equipment

All equipment that needs to be moved outside of a laboratory or disposed of must be properly decontaminated prior to relocation.

- i) All equipment that has been used with biological must be wiped down inside and outer doors/handles with either 10% bleach solution followed by 70% ethanol wipe down or using Cavicide. Contact EHS if other means of decontamination will be used.
- ii) Incubators with integrated sterilizing cycles can be decontaminated using this function instead of a chemical decontamination. The outer door/handler need to be wiped down with either 10% bleach solution followed by 70% ethanol wipe down or using Cavicide
- iii) All Biosafety Cabinets need to be gas decontaminated by an approved vendor. The company used for annual certification can be provide this service. The most common methods are Vapor Hydrogen Peroxide (VHP) or Chlorine Dioxide. Formaldehyde/ ammonium chloride decontamination is no longer approved by EPA.
- iv) Biosafety Cabinets, mobile fume hoods that are to be sent for disposal must have their HEPA/charcoal filters removed following gas decontamination. The company used for annual certification can be provide this service.
- v) Mobile/ductless fume hoods that are to be sent for disposal must have their filters removed. The company used for annual certification can be provide this service.
- vi) All equipment that have been used for radioisotopes or radiation related procedures must be decontaminated inside and outer doors/handles with appropriate Rad decon fluid/solution. EHS must be contacted to determine the correct decontamination method based on the radioisotope used.
- vii) All equipment used with hazardous chemical, refer to the SDS to determine the correct method of decontamination.

d. Labeling equipment:

Following proper decontamination of the equipment,

- i) Remove all papers, signs, stickers on the equipment
 - a. If the stickers e.g. biohazard, rad cannot be removed they must be defaced and unrecognizable using a thick black marker.
- ii) The Equipment Relocation/Removal Form must be completed and signed by the individual that has performed the decontamination.

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- iii) The form is sent to safety at safety@unthsc.edu for EHS review and signature.
 - iv) EHS will return the form to the lab staff, facilities and property control.
 - v) The completed sign form must be affixed to the equipment to be removed.
 - vi) Property Control staff ([Facilities work order system](#)) must be notified of the new location where the equipment will be located.
- e. Equipment relocation/move:**
- i) Once the equipment is ready for relocation/removal, laboratory staff must contact [Facilities work order system](#) to schedule the relocation/removal.
 - ii) When Facilities personnel arrive to move the equipment, they must:
 - a. Verify that a completed form is attached, indicating that decontamination was completed. If no form is attached. DO NOT TOUCH the equipment until notified.
 - b. If the freezer is being moved full and the door must come off to get through a door frame the following must occur
 - i. Contact EHS to get approval
 - ii. Laboratory staff must be present during the move to respond if material was to fall out of the freezer or spill.
 - iii) Move the equipment to the desired location, following proper safety protocol. Do not remove the completed form.
 - a. Contact EHS/Principal Investigator if there are any questions or concerns.

VI. References

- Equipment Relocation/Removal Form
- Freezer Defrosting SOP EHS-500-02-v2

VII. Version revisions

Initial approval 29 May 2025

Revised 28 July 2025 updated to new brand and made accessible