University of Pittsburgh Dietrich School of Arts & Sciences	Safety Guideline	Rev 5-10-2018
Subject: Guidelines for Decontamination of Equipment Submitted for Repair or Maintenance (includes *Decontamination Certification Form*)	Effective Date: 5-10-2018	Page **1**

Appropriate decontamination must be completed on all equipment submitted to any Dietrich School Shop for maintenance or repair. At time of submission, a completed *Decontamination Certification Form* (at bottom of page) must accompany the equipment.

Biological Materials

Please review University of Pittsburgh Safety Manual, EH&S Guideline Number: 03-011, "Guidelines for Moving Equipment Form Biological Laboratories" http://www.ehs.pitt.edu/assets/docs/moving-lab.pdf. The guideline provides instructions for decontamination of laboratory equipment used to handle or store biological materials.

Hazardous Chemicals

Clean up and removal of hazardous materials, e.g., contaminated hydraulic fluids, mercury, flammable solvents, PCB containing materials, *etc*., must be completed before submitting equipment to any Dietrich School Shop. Electronic copies of MSDS (Material Safety Data Sheets) for chemicals that are used in the equipment should also be provided when equipment is submitted for repairs or modifications.

Radioactive Materials

The University of Pittsburgh Radiation Safety Office (412-624-2728) must clear radiation producing equipment or radioactive materials.

Has the equipment ever been exposed to, contained, or been used with chemicals and/or hazardous materials? Yes ☐ No ☐

If "Yes", check appropriate boxes indicating type of chemicals and/or materials:

☐ Toxic Materials
☐ Radioactive Materials
☐ Corrosive Materials
☐ Biological/Infectious Substances
☐ Carcinogen
☐ Flammable/Combustible materials
☐ Oxidizer
☐ Other - Identify_____

Equipment submitted must be properly cleaned, decontaminated and/or made safe to handle *before* it is brought to Dietrich School Shop. Most Equipment should be delivered to the shop.

☐ User to drop off at 311 Eberly Hall.
☐ User to drop off at B80 Crawford.
☐ Looked at onsite when too large to deliver.
☐ User to contact DSS to transfer equipment between buildings.

Consult with EH&S staff (412-264-9505), visit the EH&S website: http://www.ehs.pitt.edu/, or review laboratory SOPs if additional information/guidance is required to insure appropriate decontamination.

Print out this *Decontamination Certification Form*. Sign, date, and affix the form to the equipment.

ONE FORM IS REQUIRED FOR EACH PIECE OF EQUIPMENT.

NOTE: It is responsibility of Principle Investigator or his/her designee to sign form and affix to equipment.

Principal Investigator	University of Pittsburgh Email		Department			Room #
Designee Name	Full Account Number					
			XXXX			
Description of Equipment						
Work to be done						

I certify that the above listed equipment was decontaminated on the listed date prior to delivery to shop. I certify that the equipment was not used following the decontamination procedure and posting of this certification form.

Signature	Date