

Standard of Care # 6: Biological Safety Cabinet (BSC) Decommissioning for Sale, Repair, Transfer or Scrap

Guideline

Revision Date: 10/04/18

Applies To: University of Michigan researchers decommissioning biological safety cabinets.

Scope

This policy describes the Decommissioning of Biological Safety Cabinets (BSC) owned by the University of Michigan (U-M). The goal of the policy is to promote biosecurity and is authorized by the UM Biological Safety Officer. All U-M colleges, departments, and organizations are required to follow these procedures.

Procedure

U-M researchers or departments have limited options on the handling of unwanted Class II BSCs. All options require the researcher to complete a [Laboratory Equipment Owner Decontamination](#) form identified in the EHS Biological Safety Cabinet Guideline available on the EHS website. The researchers **must** indicate their plans for the unit on the Laboratory Equipment Owner Decontamination Form. After clearance approval is received from the U-M Biological Safety Officer, the researcher or department may proceed with one of three options:

- Schedule an EHS Technician to disable the BSC for transfer to Property Disposition (PD) or a licensed scrap hauler. See the [Disabling Process](#) section below for the disabling process.
- Transfer the BSC to another UM researcher or department. This option requires the owner to send an email notification to the Office of Property Control.
<http://www.umich.edu/~ofa/propertycontrol/>
- Sell the unit to a legitimate research institution as part of a larger negotiated transfer of university assets or funded research. No BSCs will be allowed to be sold to the general public.

All transfers/sales of BSCs **must** be in compliance with UM [SPG 520.01](#). The equipment owner **must** contact Property Disposition for transfer approval paperwork in all cases. Equipment sent to Property Disposition **must** have a [Property Disposition Declaration of Surplus \(DOS\)](#) form. If the equipment has only scrap value, an “Authorization to Scrap” **must** be obtained from Property Disposition.

Persons sending equipment to Property Disposition **must** obtain a PD receiving date by calling (734) 763-7241. A copy of the [Laboratory Equipment Owner Decontamination](#) form and the [Property Disposition Declaration of Surplus \(DOS\)](#) form **must** be attached to the BSC when it is received at Property Disposition.

Disabling Process

1. The Owner will schedule an EHS Biosafety Technician to disable the BSC at 647-1143.
2. The EHS Biosafety Technician will remove the main power cord, light ballast, light bulbs, liquid crystal and plasma displays, and circuit boards. Additional electronic component removal may be required at the discretion of the EHS Biosafety Technician for the purpose of ensuring the unit is unusable.
3. The EHS Biosafety Technician will write the word "Disabled" in large permanent marker across the front of the BSC.
4. The Biosafety Technician will ensure the Universal Waste components (ballasts, bulbs, displays and circuit boards) are placed in approved collection containers.
5. EHS will rebill for decontamination, disabling, removal of chemically contaminated filters, and removal of universal waste from the BSCs. Non-General Fund units may also be required to pay disposal costs.
6. The researcher/department is responsible for transferring the disabled BSC to a scrap hauler or Property Disposition with the appropriate paperwork.

Repair, Moving, Transfer, or Sale

Laboratory Equipment Owner Decontamination form submitted to the Biological Safety Officer are reviewed to determine whether gas decontamination is required. If decontamination is required it will be rebilled to the owner of the BSC or department at the current rate per the [SOC #3: Biological Safety Cabinet \(BSC\) Service Criteria](#).

All BSCs transferred to another university or institution shall be decontaminated in accordance with NSF/ANSI Standard 49 by EHS Biosafety Technicians and will be rebilled.

All BSCs transferring from another university or institution will be required to arrive with a Certificate of Decontamination completed or they will be decontaminated by EHS Biosafety Technicians before the initial certification.

BSCs moving within the U-M are required to have a [Laboratory Equipment Owner Decontamination Form](#) completed and a review completed by the Manager of Biological Safety prior to being moved in excess of 10 feet from its current location and/or through a doorway.

Contacts and Form Links

- EHS [Laboratory Equipment Owner Decontamination](#) form
- Property Disposition Authorization to Scrap: Call (734) 764-2470.
- [Property Disposition Declaration of Surplus \(DOS\)](#) form
- [U-M Moving and Trucking](#)
- Contact the Building/Facility Manager for information on scrap haulers able to take the disabled BSC.

Compliance

Property Disposition will inform EHS Biosafety if it receives BSCs that have not been disabled or do not include the [Laboratory Equipment Owner Decontamination](#) form.

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