MOVING "CONTAMINATED" EQUIPMENT - A QUICK GUIDE

Any equipment (e.g. refrigerators, freezers, incubators, centrifuges, biosafety cabinets, HPLC, LSC and similar types of equipment) that was used in the manipulation, handling or storage of biohazardous or radioactive materials must be decontaminated before it can be moved. All Biosafety cabinets must be decontaminated by an external vendor (e.g. Precision Air) prior to being relocated, moved to surplus, another institution or disposal. Environmental Health & Safety (EH&S) must verify decontamination of the equipment before it's moved.

Moving to another room within Wake Forest University Health Sciences (WFUHS) ONLY:	• Exterior of equipment must be decontaminated • EH&S performs surveys that ensure equipment surfaces are free of contamination • Doors taped shut, hazard signs/stickers may remain • EH&S places yellow "approved for movement with WFUHS" sticker on equipment • Equipment can be moved

	Wake Forest University Health Sciences **Environmental Health & Safety**
☐	A survey for radioactive contamination has been performed on the exterior surfaces of this equipment. Do not open. It is approved for movement to another posted radioactive material room at WFUHS. Do not send to surplus property or remove to another institution.
☐	The exterior surfaces of this equipment have been decontaminated as necessary to protect personnel from exposure to potentially infectious materials. Do not open. It is approved for movement to another room permitted for biohazardous work. Do not send to surplus property or remove to another institution.
☐	If you have any questions, please call Environmental Health & Safety at 336-716-9375. Use this label for internal moves from one hazardous posted room to another hazardous posted room.

Moving to Surplus, another institution or trash:	• Equipment must be decontaminated and decommissioned before it is released. • EH&S performs final swipe surveys that ensure all equipment and surfaces are free of contamination • Removal of all hazard signs/stickers, postings, radioactive material tape • EH&S places white "unrestricted release sticker" on equipment • Equipment can be moved

	Wake Forest University Health Sciences **Environmental Health & Safety**
☐	A survey for radioactive contamination has been performed on this equipment. No contamination was detected. All references to radioactive material have been removed. This equipment is approved to be released for unrestricted use. This equipment may be sent to surplus property or removed to another institution.
☐	The radioactive source has been removed and all references to radioactive material have been defaced from this equipment.
☐	This equipment has been decontaminated as necessary to protect personnel from exposure to potentially infectious materials. All references to biohazardous material have been removed. This equipment is approved to be released for unrestricted use. This equipment may be sent to surplus property or removed to another institution. If you have any questions, please call Environmental Health & Safety at 336-716-9375. Use this label for releasing equipment for unrestricted use including Surplus Property or lab moves to other institutions.

Equipment Property Control Surplus	• Complete Property Disposal Form and forward to Dexter Ewing • Complete Commercial Installers Service Request Form to dispose of equipment