

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

1.0 Scope

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

2.0 Procedure

- 2.1 UM researchers or departments have limited options on the handling of unwanted Class II BSCs. All options require the researcher to complete a BSC Clearance form identified in the OSEH Biological Safety Cabinet Guideline available on the OSEH website. The researchers must indicate their plans for the unit on the clearance form. After clearance approval is received from the UM Biological Safety Officer the researcher or department may proceed with one of three options:
 - 2.1.1 Schedule an OSEH Technician to disable the BSC for transfer to Property Disposition (PD) or a licensed scrap hauler. See section 3.0 below for the disabling process.
 - 2.1.2 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/>

- 2.1.3 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.
- 2.2 All transfers/sales of BSCs must be in compliance with UM SPG 520.1. The equipment owner must contact Property Disposition for transfer approval paperwork in all cases. Equipment sent to Property must have a PD Declaration of Surplus (DOS) form. If the equipment has only scrap value, an "Authorization to Scrap" must be obtained from Property Disposition.
- 2.3 Persons sending equipment to Property Disposition must obtain a PD receiving date by calling 734.763.7241. A copy of the OSEH Equipment Decontamination form and the PD DOS form should be attached to the unit when it is received at Property Disposition.

3.0 **Disabling process**

- 3.1 The Owner will schedule an OSEH Biosafety Technician to disable the BSC at 647-1143.
- 3.2 The 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 OSEH Technician for the purpose of ensuring the unit is unusable.
- 3.3 The Technician will write the word "Disabled" in large permanent marker across the front of the BSC.
- 3.4 The Biosafety Technician will ensure the Universal Waste components (ballasts, bulbs, displays and circuit boards) are placed in approved collection containers.
- 3.5 OSEH 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.
- 3.6 The researcher/department is responsible for transferring the disabled BSC to a scrap hauler or Property Disposition with the appropriate paperwork.

4.0 **Transfer or sale**

- 4.1 Clearance forms submitted to the Biological Safety Officer are reviewed to determine whether decontamination is required. If decontamination is required it will be rebilled to the department per SOC #3.

5.0 **Contacts and Form Links**

- 5.1 OSEH (734.763.6973) Biological Safety Cabinet Clearance form:
<http://www.oseh.umich.edu/pdf/deconform.pdf>
- 5.2 OSEH Lab equipment decontamination form:
http://www.oseh.umich.edu/pdf/laboratory_equipment_decontamination_form.pdf
- 5.3 Property Disposition Authorization to Scrap: Call 734.764.2470.
- 5.4 Property Disposition Declaration of Surplus (DOS) form:
<http://www.umich.edu/~ofa/PropDisp/DeclarationOfSurplus.xls/>
- 5.5 UM Moving and Trucking: <http://www.plantops.umich.edu/pmms/mtr/>
- 5.6 Contact the Building/Facility Manager for information on scrap haulers able to take the disabled BSC.

6.0 **Compliance**

- 6.1 Non-compliance with this process will be investigated and acted upon by the UM Biological Safety Officer. A BSC acquired improperly by an entity outside of the University of Michigan could have dire consequences: There is no good assurance the unit is safe and doesn't contain biohazards; there is no good assurance the unit will be functioning properly to provide personnel protection; there is no good assurance the unit will not be used for nefarious purposes.
- 6.2 Property Disposition will inform OSEH BLS if it receives BSCs that have not been disabled or do not include the Equipment Decontamination form.