

Spring Cleaning: How to get rid of old equipment



Why get rid of old equipment?

- Takes up space.
- Someone may try to use broken or un-calibrated equipment, not knowing it is “retired”.
- Old equipment makes for a cluttered lab space – which can make for a more hazardous lab environment.

How to get rid of old equipment?

- Decontaminate equipment.
- If equipment is in good condition, reach out to other labs to see if anyone needs it – other DLC labs, reuse@mit.edu, MIT Equipment Exchange.
- If there are no takers, arrange pickup with Facilities through atlas.mit.edu – Service Requests.

Step-by-Step

1. Determine potential contamination – was the equipment used with chemicals? Biologicals? Radiation?
2. Decontaminate based on potential type(s) of contamination.
3. Put green decon sticker on equipment.
4. Contact EHS if necessary.
5. Contact Property Office if there is an MIT Property Tag on the equipment.
6. Contact Facilities for pickup.

MIT EQUIPMENT DECONTAMINATION RECORD

Principal Investigator _____
Name Phone Date

This piece of equipment was used with the following:

☐ No Hazardous Materials ☐ Biologicals

☐ Chemicals ☐ PCBs surveyed by IHP _____
Initials Date

☐ Radiation ☐ Surveyed by RPP _____
Initials Date

☐ Other Hazardous (specify) _____

Decontaminated with _____

By (Name) _____ Date _____

Equipment OK for removal or reuse: ____ Yes ____ No

REMOVE THIS LABEL BEFORE REUSING EQUIPMENT

Decontamination

- Biological areas – use a 10% bleach for 20 min.; discard wipes in the trash
- Chemical areas – use a Simple Green* solution; discard of wipes in the trash
- Ethidium Bromide & other stains – wipe down twice with Simple Green
 - 1st wipe down waste is hazardous
 - 2nd wipe down waste can go in trash

**Simple Green is available through VWR or Staples.*

Decontamination (cont.)

- Radiation – survey for contamination
 - No contamination – clean with bleach and/or Simple Green based on biological/chemical use.
 - Contaminated – clean with Simple Green and collect wipes as solid radioactive waste. If contamination persists contact RPP for advise.
- Contact RPP – they will need to do their own survey and initial the decon sticker before removal.

Special Cases

- X-ray equipment, accelerator equipment, class 3b or 4 lasers
 - Contact EHS-RPP to discuss decommissioning plans
 - Following decontamination, RPP will remove the equipment from the MCRP registration inventory.

Special Cases

- Biosafety cabinets
 - Contact Biosafety to discuss decommissioning plans
 - Depending on whether BSC is being discarded, moved, or prepared for new tenants you may need to have an outside vendor decontaminate the cabinet.

Special Cases

- Electronic waste
 - Small items can go into TechnoCycle bins in most mail centers (ex. cell phones, ink cartridges, keyboards, laptops, etc.).
 - Larger items can be picked up free by placing request through Atlas (ex. Monitors, CPUs, printers, etc).

Special Cases

- Equipment with polychlorinated biphenyls (PCBs)
 - Ex: Transformers and capacitors manufactured prior to July 2 _____ unless verified to not have PCBs; equipment w/yellow sign “Caution: Contains PCBs”
 - Material must be tested for PCB content prior to disposal or recycling. Contact EHS for assistance.

Special Cases

- Equipment with oil:
 - Decontaminating pumps:
 - If the vacuum pump is sealed with no chance for leakage, then it is OK to leave oil in pump.
 - If not, then drain oil prior to moving and collect drained oil as hazardous waste.
 - If you are decommissioning other pieces of equipment known to have oil, please drain the oil and collect as a hazardous waste prior to disposing of the equipment.

Pickup Request - Atlas

- Atlas.mit.edu -> Service Requests -> Create Request -> Recycling
- Enter enough information for Facilities to know what you are discarding and where it is located.
- *If you are in NE47, put Bldg. 4 Rm. 038, then put your actual address in “Additional Location Information”.*

** Please note that files can be attached to the request after submitting this request.*

Building Number *

Room Number *

If the room number is not known or listed, please select your best estimate and identify the room in more detail using Additional Location Information.

Additional Location Information

[Didn't find what you were looking for?](#)

For More Information

- Basic guidance -
<http://ehs.mit.edu/site/content/cleanouts-and-lab-moves>
- Deactivating and Decommissioning Equipment SOP -
<http://ehs.mit.edu/site/content/deactivating-and-decommissioning-equipment>
- When in doubt, ask Mary!