

PROPERTY
20.77.6
New 12-07
Surplus Stores
509-335-4630

BUSINESS POLICIES AND PROCEDURES MANUAL

Contaminated Surplus Property Appendix 2: Biohazard Contamination

BIOHAZARD CONTAMINATION

Items used in the course of laboratory processes that are potentially contaminated with biohazards must be properly decontaminated. Departments must complete and affix Item Evaluation forms in order for Surplus Stores to accept the items.

Completing the Item Evaluation

The department must list the following information on an Item Evaluation form prior to sending a biohazard-contaminated item to Surplus Stores:

- Disinfectant used for decontamination,
- Active ingredient in the disinfectant
- Method of disinfectant application
- Length of time disinfectant was applied
- Biological hazard causing the contamination

For more information, see the Biosafety Office website at:

www.bio-safety.wsu.edu/biosafety/

For a definition of potential biological hazards:

Select **Potentially Biohazardous Material**.

For a list of potential biological hazards:

Select **Laboratory Biosafety**, then
Select **Classification by Risk Group**.

Complete and/or print the Item Evaluation form. Attach the completed form to the item prior to surplus collection.

Departmental Biosafety Manual

To work with a potentially biohazardous material, the department must develop a biosafety manual that is specific to the work area. The department is to submit the manual draft to the WSU Biological Safety Officer (BSO) for approval.

Links to the biosafety guidelines and the University's Biosafety Manual Template are available at the WSU Biosafety website at:

www.bio-safety.wsu.edu/biosafety/

Select **Forms and Templates**.

Contaminated Surplus Property Appendix 2: Biohazard Contamination (cont.)

Biohazard Decontamination Review the appropriate method for decontamination identified in the BSO-approved biosafety manual, Environmental Health and Safety (EH&S) approved Bloodborne Pathogen Exposure Control Plan, or the standard operating procedure (SOP) for the work area. See the list of common biological agents and disinfection procedures in the Emergency Response web training available from the WSU Biosafety website at:

www.bio-safety.wsu.edu/biosafety/

Select **Laboratory Biosafety**, then
Select **Training**, then
Select **Emergency Response**.

For more information, contact EH&S; telephone 509-335-3041; or the Biological Safety Officer; telephone 509-335-4462.

Departmental personnel must wear gloves, eye, and possibly respiratory protection whenever chemical disinfectants are used. Contact EH&S for respiratory protection program requirements. Also see *SPPM* 3.24.

Syringes With Needles

Syringes with needles are regulated wastes which must be properly removed and disposed of in an approved sharps container. See *SPPM* 4.25.