

Scientific Equipment and Appliance Decommissioning Check-List

The following items must be completed and signed by the department requesting a pickup, prior to removal of any appliance or scientific equipment by Facilities & Services (F&S) or a recycler.

Please make sure freezers are defrosted.

Equipment Make: _____ **Model:** _____ **Serial:** _____

Did the appliance or instrument ever store, use or come in contact with the following materials?
(Check those that apply)

Chemicals **Biological Materials** **Radioactive Materials**

If the Appliance or Equipment never used, stored, or came in contact with a particular material, mark N/A for the corresponding instruction below.

If you have a question on how to dispose materials found in the equipment or appliance properly, contact DRS at 333-2755.

CHEMICALS

	Date Completed or N/A
1. Remove all chemicals in containers and free-flowing liquids (except the refrigerant – F&S must do that).	<input type="checkbox"/> N/A
2. Clean and decontaminate using soap and water.	<input type="checkbox"/> N/A
3. Remove any chemical hazard labels.	<input type="checkbox"/> N/A

BIOLOGICAL MATERIAL

1. Remove all biological materials and pathological waste.	<input type="checkbox"/> N/A
2. Clean and decontaminate using 10% bleach solution.	<input type="checkbox"/> N/A
3. Remove all Biohazard labels.	<input type="checkbox"/> N/A

RADIOACTIVE MATERIAL

1. Remove all radioactive materials.	<input type="checkbox"/> N/A
2. Perform contamination survey, and decontaminate as necessary.	<input type="checkbox"/> N/A
3. Remove all Radioactive (tri-foil) labels.	<input type="checkbox"/> N/A

I certify that the information above is true and accurate.

Name (Print): _____ Phone: _____

Signature: _____