

Laboratory Equipment Decommissioning Form

Please Note: Neither person nor the environment shall be exposed to hazardous products whenever laboratory equipment is being repaired, transferred or disposed of. Therefore decontamination must be done by lab members before the item is removed from the laboratory.

Complete this form before sending laboratory furniture, apparatus or equipment for repair, relocation or disposal. Attach the certification to the item and keep a copy for your records.

Type of Equipment: _____
Principal Investigator: _____
Originating Location (Building/Room#): _____

Potential Hazards	Yes	No	Decommissioning Procedure
Has this equipment been in contact with Hazardous chemicals (e.g. toxics, carcinogens, mutagens, sensitizers, teratogens)?			
Has this equipment been in contact with biological materials?			
Has this equipment been in contact with nuclear substances?			
Is there any electrical connection remaining?			
Is there any remaining connection to compressed air or compressed gas?			
Is there any residual part under pressure or any residual energy left in the equipment?			
Is there any moving parts? Have you performed the appropriate lock-out procedure?			
Other hazards (please specify)?			

Decontaminate/de-energize/recycle/dispose of specialized lab equipment safely.

Consider that some equipment may contain “hidden” hazardous materials within the workings of the equipment. These must be removed from the equipment prior to disposal. Common examples include:

- Oil (vacuum pump oil, lubricating oil, cooling fluid, etc...) Oil must be removed prior to disposal of equipment. Consult the manufacturer of the equipment for details on removal. Oil must be disposed as hazardous waste. Contact EHS at ext. 3000 for disposal of the removed oil.
- Lead must also be removed prior to disposal of equipment. Consult the manufacturer of the equipment for details on removal. Once removed the lead may be recycled.
- Asbestos must be removed prior to disposal or in some cases the entire piece of equipment may be disposed as asbestos waste. Do not attempt to remove asbestos. Contact EHS.
- Other hazardous materials (mercury switches, metallic vapour tubes, thermometers, etc...). These materials may require further assessment. Contact EHS at ext. 3000 for technical assistance.
- Is additional work required by Facilities Management and Planning prior to disposal (e.g. removal of refrigerant (Freon))?

Ensure all hazard warning stickers are removed or defaced prior to disposal.

Has this equipment been rendered to a safe condition for disposal?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name: _____	
<i>Senior lab staff (Please Print)</i>	
Signature: _____	
Phone #: _____	
Date: _____	

Note: This equipment must not be reused for any purpose other than laboratory work.