

Laboratory Equipment/Furniture Decontamination Form

If the equipment contains or has been used in conjunction with biological materials or toxins, hazardous chemicals, radioactive material, oil or fuel or other health or environmental hazards, it will need to be decontaminated before disposal. Clean the equipment, including all surfaces, inside and out, that are touched during normal operation of the equipment. This includes surfaces that may have material spilled on them.

The Moving Crew will not move items from laboratories that do not have this signed form attached.

This equipment is being decontaminated for Disposal Storage Relocation to _____

Name or Type of Equipment Department Building Room

Owner/PI email phone

Hazards: Check N/A for categories that DO NOT apply.

Biohazardous Material used in the equipment N/A

Disinfected with 10% bleach Other disinfectants (specify) _____

Biohazard symbols removed or defaced

Hazardous Chemical or Materials used in the equipment N/A

Chemicals removed, residual contamination cleaned and / or neutralized (refer to SDS for guidance)

Chemicals labels removed or defaced

Freon / Refrigerant used in equipment N/A

Facilities Management will manage removal and proper disposal of refrigerants.

Water/liquids used in equipment (e.g. water jacket for incubator) N/A

Water/liquids have been removed from equipment prior to moving

Stored Energy used in equipment N/A

Electrical, hydraulic, mechanical, pneumatic have been de-energized or discharged

Radioactive materials used in equipment N/A

Radiation sources are removed; equipment is cleaned and decontaminated and is not radioactive.

Radiation hazard labels are removed or defaced.

Radiation safety officer has cleared this equipment for disposal _____
Signature Date

I certify that to the best of my knowledge the equipment is free of hazardous materials as noted above.

Name Signature Date

Attach completed form to the equipment prior to repair/servicing or pick up.

*For equipment disposal, relocation or removal for storage, a work order must be submitted to Facilities Management.
<https://my.creighton.edu/executivevicepresident/facilities>

For disposal as E-waste (Computers, monitors, printers and related items), submit a MyIT work order. myIT.creighton.edu