

For Internal Use Only		
Removed	To Whs	>\$2000

LABORATORY EQUIPMENT DISPOSAL FORM

Submit form to: Environmental Health and Safety (EH&S)
2408 Wanda Daley Drive
Ames, Iowa 50011-
Fax: 515-294-9357
Email: ehsinfo@iastate.edu

Date: _____

A. Equipment Information

ISU #	Item Description	Item Location (Rm. & Bldg.)	Operable? <input type="checkbox"/> Yes <input type="checkbox"/> No
Releasing Department: _____		Principal Investigator: _____	
Contact Person Information: _____		Phone Number	Location
	Name (Print)		

IMPORTANT: ALL EQUIPMENT MUST BE CLEANED PRIOR TO DISPOSAL. Cleaning procedures are dependent on the equipment's function. Select all that apply in Section B and perform appropriate cleaning procedures before submitting this form. Document cleaning procedures in Section B. If equipment did not use or contain any of the items listed in Section B, continue to Section C.

B. Equipment has been used with or contained the following – select all that apply and complete this section

- Asbestos or Lead
Comments/List: _____
 - Biological Agents
Comments/List: _____
 - High-risk Chemicals
Comments/List: _____
 - Mercury
Comments/List: _____
 - Radioactive Materials
Comments/List: _____
- Inspected by EH&S Radiation Safety: Signature _____ Date: _____

Appropriate cleaning procedure used (resources located on next page):

Describe procedure used: _____

Cleaning performed by: _____
Name (Print) Date Phone Number

- All hazards associated with this unit have been removed
Name/Signature of Dept. Representative: _____ Date: _____

C. Equipment has never been used with or contained any of the items listed in Section B.

Unit was cleaned with detergent by (print name): _____ on (date): _____.

D. EH&S Review: _____

Name/Signature: _____ Date: _____ Phone: _____

Information about cleaning procedures can be found in the following resources:

Biological Agents

Biosafety Manual, Section E. Disposal and Disinfection

<http://www.ehs.iastate.edu/publications/manuals/bsm.pdf>

Radioactive Materials

Radiation Safety Manual, Section M., Emergency and Decontamination Procedures

<http://www.ehs.iastate.edu/publications/manuals/rsm.pdf>

Contact EH&S at 515-294-5359 or email (ehsinfo@iastate.edu) for more information.