

For Internal Use Only		
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### LABORATORY EQUIPMENT DISPOSAL FORM

Submit form to: Environmental Health and Safety (EH&S)  
2408 Wanda Daley Drive / 3602  
Email: ehsinfo@iastate.edu

Date: \_\_\_\_\_

#### A. Equipment Information

Operable?  Yes  No  Unknown

ISU #	Item Description	Item Location (Rm. & Bldg.)
Releasing Department: _____ Principal Investigator: _____		
Contact Person Information: _____		
Name (Print)	Phone Number	Location

**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 - perform and document appropriate cleaning procedures before submitting this form. If equipment did not use or contain any of the items listed, continue to Section C**

#### B. Equipment has been used with or contained the following – select all that apply and list the relevant materials

Asbestos or Lead

Biological Agents

High-risk Chemicals

Mercury

Radioactive Materials

Inspected by EH&S Radiation Safety: Signature \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate cleaning procedure used (resources located below):

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: \_\_\_\_\_

Unknown (Unaware if the equipment has been used with or contained any of the items listed above - unit must still be cleaned with detergent. (print name): \_\_\_\_\_ on (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](#)

Radioactive Materials: [Radiation Safety Manual, Section M., Emergency and Decontamination Procedures](#)

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