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**LABORATORY EQUIPMENT DISPOSAL FORM**

Submit form to: Environmental Health and Safety (EH&S)  
2408 Wanda Daley Drive  
Ames, Iowa 50011-3602  
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: _____		_____	_____
	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 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](mailto:ehsinfo@iastate.edu)) for more information.**