Equipment Surplus, Decommissioning, Relocation, or Donation Form

Instructions

This form must be completed by laboratory personnel prior to laboratory equipment (e.g., refrigerators, freezers, biosafety cabinets, incubators, centrifuges, etc.) being decommissioned from service, sent for maintenance, relocated, or transported from one area to another, donated, transferred, removed from the lab for storage, sale, or disposal. Once completed, send a copy of the form to EHS (resaw@kennesaw.edu, mrosenberg@kennesaw.edu, or galliso5@kennesaw.edu) and Surplus Warehouse (dsimps22@kennesaw.edu). EHS personnel will perform an inspection of the equipment prior to being moved, received, or changing occupants.

Section A: General Information

Reason for Request (e.g., maintenance, surplus, donation, disposal, etc.)			
Contact Person Name		Phone	
		Email	
Department			
Equipment Description			
Manufacturer		Serial Number	
Current Location			
New Location			

Section B: Equipment Donation (if applicable)

Company Name			
Contact Person Name		Phone	
		Email	
Company Address			
Estimated Value			

Section C: Hazard Information		
Has the equipment been exposed (internally or externally) to any of the following:		
Biological substances (blood, body fluid, pathogenic substances, etc.)?	Yes	No
Are chemicals or substances hazardous to human health?	Yes	No
Radioactive substances?	Yes	No
Other hazards? _____	Yes	No
Notes: 1. Biological safety cabinets (BSCs) require specialized decontamination procedures from a vendor prior to being relocated, transferred, or sent to surplus. To request this service, contact EHS. 2. If a refrigerator held a biological or other hazardous substance, it should NOT be reused or repurposed for food or human consumption items.		
Does the equipment contain any of the following materials? ***If so, these materials need to be removed if the equipment is to be discarded.***	Yes	No
Radioactive Substances (e.g., sealed sources, etc.)?	Yes	No
Lead?	Yes	No
Mercury?	Yes	No
Refrigerants?	Yes	No
Chemical substances?	Yes	No
Biological substances?	Yes	No

Section D: Operational Requirements		
Will the equipment require utility connection/disconnection for any of the following:		
Water?	Yes	No
Deionized water?	Yes	No
Gas?	Yes	No
Ventilation needed? If so, specify requirements: _____ _____ _____	Yes	No
Special electrical wiring or power? If so, specify requirements: _____ _____ _____	Yes	No

Other? _____ _____ _____	Yes	No

Section E: Decontamination

If the equipment has been used with biological, chemical, or radioactive substances, has it been properly decontaminated? *Describe your decontamination method below. Refer to Appendix, sections 1 and 2 for instructions on how to properly decontaminate lab equipment, surfaces, etc. Please list any chemicals it might have been exposed to and if there is visible product (the chemical name) in the equipment (i.e., staining).*	Yes	No

Decontamination method, materials used, chemicals exposed to, etc.

All equipment intended to be serviced, decommissioned from use, sold, donated, or sent to surplus must be properly decontaminated by the lab personnel and inspected by EHS prior to being moved or changing occupants.

By signing this form, I certify to the best of my knowledge that the equipment described above has been thoroughly cleaned and decontaminated of all chemical, biological, and radioactive contaminants and that the unit is safe for unprotected human contact.

Name		Title	
Signature		Date	

Appendix A

Section 1: Decontaminating Equipment that has been used with Biological Materials

To decontaminate surfaces where biological materials have been used, a solution of 10% bleach, 70% ethanol, or other EPA approved disinfectant must be used. Take the following steps to decontaminate equipment:

- Prepare solutions of either 10% bleach (household bleach and water) or 70% ethanol (ethanol and water) in a spray bottle or choose an EPA approved disinfectant for use.
    - **Note: Bleach solutions must be made fresh every 24 hours.**
- Don the appropriate personal protective equipment (PPE) (i.e., eye protection, gloves, lab coat/apron).
- Spray the contaminated surface(s) with the disinfectant, or wipe with a cloth saturated with the disinfectant.
- Allow a contact/dwell time of at least 10 minutes, or per the instructions of other disinfectants used.
- Allow the surface to dry air or wipe the surface(s) with a disposable cloth.
- Discard used disposable cloths and all contaminated PPE into the appropriate biohazard waste stream.

Section 2: Decontaminating Equipment that has been used with Chemicals/Chemical Reagents

When decontaminating surfaces where chemical reagents have been used, soap and water are usually the best materials to use but 70% ethanol (ethanol and water) or 70% isopropyl alcohol (isopropyl alcohol and water) may also be used depending on the area being decontaminated. Check with your supervisor and/or EHS department if you have questions on which method. Take the following steps to decontaminate equipment:

If soap and water are used:

- Prior to cleaning the contaminated surface(s), don the appropriate Personal Protective Equipment (PPE) (i.e., eye protection, gloves, lab coat/apron, etc.)
- Wipe the surface(s) down with a soapy rag or sponge
- Clean off the area with a wet rag or paper towels and then repeat until all soapy residue is gone
- Discard contaminated cleaning materials and all contaminated PPE into the appropriate chemical waste stream

If ethanol or isopropyl alcohol is used:

- Don the appropriate Personal Protective Equipment (PPE) (i.e., eye protection, gloves, lab coat/apron, etc.)
- Prepare solutions in a spray bottle
- Spray the contaminated surface(s)
- Wipe the surface(s) dry with paper towels
- Discard paper towels and all contaminated PPE into the appropriate chemical waste stream