
Instructions for Equipment Release Form

Prior to offering scientific equipment for disposal, transfer to another PI, maintenance, or surplus, the Equipment Release Form should be completed and attached to the equipment. The following checklist may be used as a guide for preparing the equipment for release:

- Remove all hazardous chemical, biological, and radioactive agents and hold for disposal
- Decontaminate all accessible surfaces that were potentially contaminated and hold waste for disposal
- Remove all warning signs associated with the hazardous materials
- Document radiological surveys showing radiation levels are acceptable for release to unrestricted areas
- Notify the recipient if the equipment contains any of the following:
 - Pump oil
 - Refrigerants
 - Asbestos
 - Fluorescent tubes or other mercury containing lamps
 - Radioactive sources
 - X-ray tubes
 - Batteries
 - Mercury (including switches)
 - Lead
 - Other hazardous materials

Any items on the form that are not applicable should be marked "NA" prior to affixing the form.

If you have questions, please contact Environmental Health and Safety at 678-4672.

The University of Memphis Equipment Release Form

This form must be completed and affixed to the equipment by a laboratory employee who is familiar with the hazardous materials that were used or stored in the equipment.

PI:	Telephone Number:
Department:	
Description, Model, and Serial Number of Equipment:	
Building and Room Number Removed from:	

With the exception of hazardous materials which are inherent in the construction of this equipment (e.g., refrigerants, solder, etc.),

- All hazardous materials used or stored in this equipment have been removed, and
- All surfaces potentially contaminated with hazardous materials have been decontaminated.

Chemical agent(s) decontaminated by the following method:

Biological agent(s) decontaminated by the following method:

Radiological agent(s) decontaminated to _____ dpm/cm² by the following method:

Other known or suspected hazards not removed:

Signed:

Date
