Environmental, H&S, Sustainability
Equipment Decommissioning Form

Note: Neither person nor the environment shall be exposed to hazardous products whenever laboratory or other equipment is being repaired, transferred or disposed of. Decontamination must be done by lab members or owner before the item is removed from the laboratory or other location.

Decontaminate/de-energize/recycle/dispose of specialized lab equipment safely.

Consider that some equipment may contain "hidden" hazardous materials within the workings of the equipment. These must be removed from the equipment prior to disposal. Common examples include:

- Oil (vacuum pump oil, lubricating oil, cooling fluid, *etc.*…) Oil must be removed prior to disposal of equipment. Consult the manufacturer of the equipment for details on removal. Oil must be disposed as hazardous waste. Contact EHS at ext. 2140 for disposal of the removed oil.
- Lead must also be removed prior to disposal of equipment. Consult the manufacturer of the equipment for details on removal. Once removed the lead may be recycled.
- Asbestos must be removed prior to disposal or in some cases the entire piece of equipment may be disposed as asbestos waste. Do not attempt to remove asbestos. Contact EHS.
- Other hazardous materials (mercury switches, metallic vapour tubes, thermometers, *etc.*…). These materials may require further assessment. Contact EHS at ext. 2140 for technical assistance.
- Is additional work required by Facilities Management and Planning prior to disposal (*e.g.*, removal of refrigerant (Freon))?

Complete this form before sending (or requesting pickup of) laboratory equipment, furniture, apparatus or other equipment for repair, relocation or disposal.

Attach this completed form to the item and keep a copy for your records.

Copies may be requested by H&S, Risk or Sustainability as verification of this process.

Type of Equipment: _____

Equipment Owner: _____

Originating Location (Building/Room#): _____

Potential Hazards	Yes	No	Decommissioning Procedure
Has this equipment been in contact with Hazardous chemicals? (*e.g.*, toxics, carcinogens, mutagens, sensitizers, teratogens)?			
Has this equipment been in contact with biological materials?			
Has this equipment been in contact with radioactive substances?			
Is there any electrical connection remaining?			
Is there any remaining connection to compressed air or compressed gas?			
Is there any residual part under pressure or any residual energy left in the equipment?			
Are there any moving parts? Have you performed the appropriate lock-out procedure?			
Other hazards (please specify)?			

Ensure all hazard warning stickers are removed or defaced prior to disposal.

This equipment has been rendered to a safe condition for:

Disposal ◯ Repair ◯ Relocation ◯

Date: _____

Name: _____

Signature: _____