



Laboratory Equipment Decommissioning Procedure

The following steps are to be followed when requesting a service request for the removal or transfer of all laboratory equipment by physical facilities. All steps must be completed before the job is scheduled.

The attached decommissioning form must be completed and faxed to physical facilities before a work order will be issued. The form is to be completed by the owner of the equipment **ONLY**. Graduate students are not authorized to complete any paperwork verifying the condition of laboratory equipment.

If the owner or department is unable to verify the condition of the equipment they can hire an outside consultant to perform that service.

Step 1:

The general area is to be free of all obstacles and potential hazards. All equipment must be easily accessible and in moveable condition.

Step 2:

All equipment must be clearly marked for removal with a completed equipment decommissioning form and completely empty. This includes anything that presents a potential hazard. Ex. (Solid or Liquid chemicals, chemical residues and objects)

Step 3:

Chemicals removed from the equipment that are thought to be hazardous must be disposed of properly. Please contact EH&S at (607) 777-2211 for a consultation.

Step 4:

The owner of the equipment is asked to be present for questioning when physical facilities arrives to perform the equipment move.

Step 5:

After the steps above have been completed, attach the decommissioning form to the work order request.



Laboratory Equipment Decommissioning Form

Date:

Name:

Location of Items: (Building/Room Number) Items to be moved:

Transfer Location: (Building/Room/Surplus)

Has the equipment been verified safe for removal? If present have all drawers been locked and taped shut?

Has all Equipment for Disposal been Emptied of Chemicals? By Whom?

Is the surrounding area clear of obstacles and obstructions preventing removal?

Has the owner verified this equipment for removal? By Whom?

**This form must be filled out and attached to the work order and the equipment before a pickup can be scheduled. **

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