



EQUIPMENT RELEASE FORM

When laboratory equipment leaves your lab for disposal or repair, you need to document that it is clean and free of chemical, biological or radioisotope residues and other hazardous agents. If you cannot successfully decontaminate the item, you must call EHS at 517-355-0153 and get permission to move the equipment before sending.

Use this form to declare that the equipment has been properly decontaminated, or that EHS has granted permission to move the equipment "AS IS". Attach this completed form to the equipment – MSU Surplus will NOT pick up equipment without this form attached.

Date: _____ Building: _____ Room Number: _____

PI or Research Group: _____

Name of Responsible Person: _____ Phone Number: _____

Description of Equipment: _____

Destination: MSU Surplus Disposal Repair Transfer to another facility

Has this equipment been decontaminated? YES NO

If NO, DO NOT SEND THE UNIT. Contact EHS at 517-355-0153 for consultation

If YES, note the method of decontamination here: _____

The above listed equipment is free of contamination of chemical, biological, or radiological agents, mercury, asbestos or other hazardous agents and is safe to release to MSU Surplus for resale, transfer to another research laboratory, or out of the facility for repair.

Signature: _____ Date: _____

FOR EHS USE ONLY

Contaminants identified or Suspected: _____

Equipment is safe to repair Equipment can be sent for resale

Do not send this equipment for sale, discard only Do not send this equipment for repair

Signature of EHS Representative _____ Date _____