Equipment Disposal/Resale Form

**Equipment Disposal/Resale Information**
- Prop Svcs or EH&S Representative
- Phone
- Memo #
- Date Pick-up Scheduled
- Pick-up Site Preparation
- Date To Be Completed
- Worker PPE/Safety Precautions

**Client Supplied Information**
- Requestor
- Principal Investigator
- Building
- Room Number
- Campus Box
- Phone
- FAX
- Date
- Location of Equipment
- Description of Equipment/CU ID#

<table>
<thead>
<tr>
<th>Q1</th>
<th>N</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were Radioactive Materials or Waste ever used or stored in equipment for disposal/resale? (As described in the Radiation Safety Handbook. If &quot;Yes&quot;, see reverse or contact Health Physics, X26523)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Were Hazardous Materials or Waste ever used or stored in equipment for disposal/resale? (As described in the Policy &amp; Procedures for the Management of Hazardous Material/Waste)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Were Biohazardous Materials or Waste ever used or stored in equipment for disposal/resale? (Growth media, agar, biomedical or infectious material, blood, tissue, etc.)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Do Safety Hazards exist in the equipment for disposal/resale or the work area? (Electrical, burn, or trip hazards; compressed gas; sharps; equipment blocking access; etc.)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Are there known or suspected Asbestos Hazards associated with the equipment for disposal/resale? (Known or suspected Asbestos Hazards should be marked &quot;Yes&quot; and referred to the EH&amp;S Representative)</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Does equipment for disposal/resale contain oils, chlorofluorocarbons, or heavy metals? (Pump oils; freon, other coolants or anti-freeze; nickel-cadmium batteries, lead, mercury, etc.)</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

If any sections above are marked "Yes" or if you are unsure of the answer, complete the corresponding section(s) on the reverse side.

**NOTE:** All parties please keep a copy of this document for your records

Client Signature / Date
Radioactive Material/Waste

DO NOT remove anything in the work area or associated with the equipment for disposal/resale including Radioactive, Hazardous, or Biohazardous material/waste; Safety Hazards; or Asbestos Hazards until a contamination survey has been conducted by the appropriate lab personnel or by the EH&H Health Physics staff. If contamination exceeds two times the background level, clean the work area or equipment for disposal/resale per Radiation Safety Handbook protocol. Be sure to survey both inside and outside surfaces as needed. Retest until results are acceptable. If necessary, contact Health Physics (2-6523, FAX 2-1322) for additional assistance.

Contamination Survey Results

(Acceptable results = less than two times background radiation level)

I certify that, to the best of my ability, the equipment for disposal/resale has been tested and/or cleaned according to the procedures above.

Hazardous Material/Waste

Remove Hazardous Material/Waste from the equipment for disposal/resale, as prescribed in the Work-Site Preparation section, to a safe area with low traffic, adequate ventilation, and secondary containment to control spills. Thoroughly clean the work area or equipment for disposal/resale as outlined in the Work-Site Preparation section with a laboratory detergent (i.e., Alconox or an equivalent) until chemical residue is removed. Persons performing this cleaning should wear appropriate personal protective equipment such as gloves, eye protection, and protective clothing using adequate ventilation. Contact EH&S at 2-6025 for special cleaning procedures for materials exhibiting extreme or unusually dangerous hazards.

I certify that, to the best of my ability, the equipment for disposal/resale has been cleaned according to the procedures above.

Biohazardous Material/Waste

Remove Biohazardous Material/Waste from the equipment for disposal/resale, as prescribed in the Work-Site Preparation section, to a safe area with low traffic, adequate ventilation, and secondary containment to control spills. Thoroughly clean the equipment for disposal/resale as outlined in the Work-Site Preparation section with a 10% hypochlorite solution (nine parts water, one part bleach) or a laboratory detergent containing hypochlorite to remove infectious residues. Persons performing this cleaning should wear appropriate personal protective equipment such as gloves, eye protection, and protective clothing using adequate ventilation to prevent possible exposure to biohazards. Contact EH&S at 2-6025 for special cleaning procedures for materials exhibiting extreme or unusually dangerous hazards.

I certify that, to the best of my ability, the equipment for disposal/resale has been cleaned according to the procedures above.

Safety Hazards

Remove safety hazards (such as electrical, burn, or trip hazards; compressed gases; sharps; or equipment blocking access) in the work area or associated with the equipment to be repaired to a safe area as prescribed in Work-Site Preparation section. Removing these hazards will facilitate removal as well as protect your equipment from damage.

I certify that, to the best of my ability, safety hazards in the work area or equipment for disposal/resale have been removed according to the procedures above.

Asbestos Hazards

Areas with known Asbestos Hazards should be identified to the Property Services/EH&S Representative so that there is no damage to the asbestos containing material during removal. If you suspect an Asbestos Hazard may exist, the EH&S Representative will arrange for an inspection to be performed by the Asbestos Crew (X26168) to determine any precautions that should be taken.

EH&S rev. 8/24/98