# EHS EQUIPMENT RELEASE FORM

This form shall be completed prior to releasing all laboratory and shop equipment for disposition (recycling, scrap, re-sale, donation, etc.). Please complete this form and send to SCU EHS Dept. EHS will review, approve and notify the appropriate disposition party to then coordinate the pickup directly with you.

All equipment that has been in contact with, or potentially contaminated with, chemicals, biological or radiological materials must be decontaminated prior to release. All equipment with energy sources including electrical, hydraulic, mechanical, compressed air or other energy source must be disengaged/de-energized prior to release.

1. **EQUIPMENT INFORMATION:** (to be filled out by user/owner/knowledgeable individual)

   a. **Equipment Location (Bldg. & Room#):**_____ **Date:**_____

   b. **Equipment Name, Manufacturer, Make, Model, etc.:**_____

   _____

   c. **Asset Number:**_____ **Serial Number:**_____

   d. **Potential Contaminants** (Check all that apply):
   ☐ Chemical ☐ Biological ☐ Radioactive ☐ None (decontamination not required)

   e. **Potential Energy Sources** (Check all that apply):
   ☐ Electrical ☐ Mechanical ☐ Hydraulic ☐ Other:_____ ☐ None

   f. **Additional Information Regarding Contaminants/Energy Sources** (if applicable): _____

   _____

   _____

   g. **Method of Decontamination/De-Energization:** _____

   _____

   _____

   h. **Describe if any special procedures/equipment are needed to safely remove the equipment from SCU (riggers, forklift, etc.):** _____

   i. **Name of the Person Completing Above:** _____ **Phone Number:** _____

2. **EQUIPMENT STATUS CERTIFICATION:** (to be filled out by user/owner/knowledgeable individual)

   ☐ **EQUIPMENT IS SAFE FOR DISPOSITION**
   ☐ **EQUIPMENT IS UNABLE TO BE SUFFICIENTLY DECONTAMINATED/DE-ENERGIZED**
   ☐ **EQUIPMENT DOES NOT REQUIRE DECONTAMINATION** (applicable if "None" is checked in Section d and e above)

_____ _____ _____
Signature Company Date

3. **EHS APPROVAL FOR RELEASE:** (to be filled out by EHS)

   **Equipment Disposition Status:**
   ☐ Hazardous Waste ☐ Universal Waste ☐ Electronic Waste ☐ Radioactive Waste ☐ Medical Waste
   ☐ Relocation/Scrap/Re-Sale/Donation (non-hazardous) ☐ Other/NA:

   Notes/Comments: _____

   _____

   _____

_____ _____
EHS Signature – Equipment can be released Date