



# ENVIRONMENTAL HEALTH & SAFETY

TEXAS TECH  
Research & Innovation

# EQUIPMENT DECONTAMINATION FORM

Equipment from laboratories where chemical, biological, and radioactive materials are stored and/or manipulated must be decontaminated before repair, maintenance, or removal from the laboratory. Refer to your owner's manual and/or consult with EHS at [ehs.lab.safety@ttu.edu](mailto:ehs.lab.safety@ttu.edu) or 806-742-3876 regarding disinfectants or neutralizers for decontamination and cleaning of equipment. EHS approval is required *prior* to equipment service or removal from the lab.

**Lab personnel must:** 1) Properly and adequately decontaminate equipment (except for BSCs), 2) Complete and attach this form to the decontaminated equipment, and 3) Request EHS clearance.

**Attach this completed form to the equipment in the lab and submit your clearance request below.**

## EQUIPMENT LOCATION AND DESCRIPTION

Department: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Make & Model: \_\_\_\_\_

Other Identifying Information (Serial, TTU Inventory no., etc.): \_\_\_\_\_

## EQUIPMENT DESTINATION AND USAGE

This equipment is to be:

- ☐ Repaired or Maintained      ☐ Relocated      ☐ Discarded      ☐ Sent to Surplus  
☐ Other – Please specify: \_\_\_\_\_

If the equipment is being discarded, please indicate the manner in which it will be disposed of below.

This equipment:

- ☐ Has never been used with hazardous materials and was last cleaned:  
Note: The equipment is still required to be cleaned with warm soapy water.

- ☐ Has been used with the following type(s) of material:  
Please list details regarding nature of hazard when applicable.

- ☐ Chemical(s): \_\_\_\_\_  
☐ Biological Agent(s): \_\_\_\_\_  
☐ Radioactive Material(s): \_\_\_\_\_

## EQUIPMENT DECONTAMINATION PROCESS

- ☐ This equipment was decontaminated by a third party.  
Please provide proof of decontamination provided by company and PO used in payment.
- ☐ This equipment was decontaminated by laboratory personnel as described below:

Name and Title of Personnel: \_\_\_\_\_

Use the button to request EHS clearance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Request EHS Clearance**

## EHS REVIEW & APPROVAL

Comments: \_\_\_\_\_

EHS Reviewer: \_\_\_\_\_ Title: \_\_\_\_\_

Signature

Date