



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 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:

Use the button to request EHS clearance.

Name and Title of Personnel: _____

Signature: _____ Date: _____

EHS REVIEW & APPROVAL

Comments: _____

EHS Reviewer: _____ Title: _____

Signature

Date