LABORATORY EQUIPMENT DISPOSAL / TRANSFER FORM

Property and equipment purchased using research funds must be disposed in accordance with the terms and conditions of the funds used for purchase and procedures set forth in University Policy 809. Equipment may have a Property Tag sticker affixed to the machine, which must be processed through the Property Accounting prior to disposal. Detail information can be found in the following resources:

Identifying property tags:  https://controller.rice.edu/property-accounting-tagging
Disposal procedures:  https://controller.rice.edu/property-accounting-disposal
University Policies 809:  https://policy.rice.edu/809

ALL EQUIPMENT MUST BE CLEAN AND/OR DECONTAMINATED PRIOR TO DISPOSAL OR TRANSFER.

I. EQUIPMENT INFORMATION

Requestor ___________________________  Principal Investigator ___________________________

Building/Room __________________________

Manufacturer, Model, Serial Number __________________________

Equipment Description __________________________

II. Equipment has been used with the following materials (check all that apply):

☐ Chemical
  List chemicals __________________________

☐ Biological
  List biological agents __________________________

☐ Radioactive
  List of radioisotopes __________________________

☐ Asbestos containing equipment Contact EHS for an evaluation if you are unsure if your equipment contains asbestos hazards (ovens, gaskets, packing, wrap)

☐ Toxic Metal (Mercury) __________________________

Describe the procedures for cleaning/decontaminate of equipment:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Person performing cleaning/decontamination ___________________________  Date ________________

Contact Rice EHS at 713-348-4444 or safety@rice.edu, if you have questions on cleaning procedures specific to your device or equipment. If radioactive materials were used contact EHS for a final wipe test.

Submitted completed form to safety@rice.edu. Once EHS has reviewed the form and inspected the equipment a Work Order must be submitted to Facilities for removal.  https://facilities.rice.edu/