



**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](mailto: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](mailto: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/>