Laboratory Equipment Decommissioning Procedure

The following steps are to be followed when requesting a service request for the
removal or transfer of all laboratory equipment by physical facilities. All steps must
be completed before the job is scheduled.

The attached decommissioning form must be completed and faxed to physical
facilities before a work order will be issued. The form is to be completed by the
owner of the equipment ONLY. Graduate students are not authorized to complete
any paperwork verifying the condition of laboratory equipment.

If the owner or department is unable to verify the condition of the equipment they
can hire an outside consultant to perform that service.

Step 1:

The general area is to be free of all obstacles and potential hazards. All equipment
must be easily accessible and in moveable condition.

Step 2:

All equipment must be clearly marked for removal with a completed equipment
decommissioning form and completely empty. This includes anything that presents
a potential hazard. Ex. (Solid or Liquid chemicals, chemical residues and objects)

Step 3:

Chemicals removed from the equipment that are thought to be hazardous must be
disposed of properly. Please contact EH&S at (607) 777-2211 for a consultation.

Step 4:

The owner of the equipment is asked to be present for questioning when physical
facilities arrives to perform the equipment move.

Step 5:
After the steps above have been completed, attach the decommissioning form to the