

## Laboratory Equipment Disposal Form

**Important:** Before you submit this form please decontaminate your equipment. All laboratory equipment that has been used with radioactive materials, hazardous chemicals, or potentially infectious biological agents is required to be properly decontaminated.

It is your responsibility to remove all known hazardous materials and to decontaminate the equipment if applicable. For guidelines on how to properly decontaminate your equipment contact our office: Chicago (312) 503-8300, Evanston (847) 491-5581. After decontamination, all hazard warning labels/stickers on the equipment must be removed.

I have complied with University Policy and have received ASRSP approval for equipment acquired using federal funds and notified Accounting Services (by reporting in the [asset management self-service portal \(opens in new window\)](#)) of any equipment being disposed of with inventory tags or cost exceeding \$5,000.

☐ Yes, I agree

For computers and electronics, follow the E-waste recycling process set up by [Facilities Management](#).

<b>Date of submission:</b>	<b>Department:</b>
<b>Requestor's name:</b>	<b>Email:</b>
<b>Principal Investigator:</b>	<b>Requestor's phone #:</b>
<b>Item location (Campus, Room &amp; Building):</b>	
<b>Equipment Description (Please specify type of equipment <b>including serial #</b>):</b>	

**Select all that apply. Equipment has been used with or contains the following:**

Mercury including switches and lamps? Yes ☐ No ☐


Capacitors that need to be discharged? Yes ☐ No ☐

Asbestos? Yes ☐ No ☐

Lead? Yes ☐ No ☐

Biological Agents? Yes ☐ No ☐

Chemicals? Yes ☐ No ☐

Radiation Source  ? Yes ☐ No ☐ Not Sure ☐

X-ray Device \_\_\_\_

Radioactive Material \_\_\_\_

Oil and oil filled transformers? Yes ☐ No ☐

Refrigerants? Yes ☐ No ☐

Batteries? Yes ☐ No ☐

Other (Please specify):

N/A (Equipment has never been used with any hazardous materials) ☐

**Your submission certifies that the above information is truthful and accurate. Email this form to [hazardous-waste@northwestern.edu](mailto:hazardous-waste@northwestern.edu).**

**Print this form, and affix it to the equipment. If requesting multiple pieces, one submission form is allowed, but equipment must be in the same room, and all pieces must be listed on an additional page.**