

Equipment Clearance Before Surplus Form

This form is required for any equipment/furniture that had the potential for exposure to chemical, biological, or radioactive materials. When the equipment listed below is cleared by the Safety Office, affix this form to the equipment and schedule the surplus disposal pickup.

Responsible Person: _____ Email: _____

Department: _____ Phone: _____

Equipment Item: _____

Equipment Location: _____ WCU Property # _____

____ Radioactive materials were used/contained in the equipment. The equipment has been decontaminated and tested to be cleared of radioactive contamination.

____ Biological materials were used/contained in the equipment. The equipment has been decontaminated with a freshly prepared 10% bleach solution or another approved EPA disinfectant prior to handling for disposal.

____ Biological Safety Cabinet (BSC) has been used with infectious agents and has been decontaminated as per vendor guidelines. Vendor: _____

____ Lab equipment has been decontaminated with mild detergent or solvent and is cleared of chemical contamination.

____ Equipment containing any oil has been properly drained of its contents prior to disposal.

____ Refrigerator/Freezer has been emptied of contents, unplugged, defrosted, cleaned, and wiped dry. (Note: do not defrost equipment that has housed radioactive materials without first obtaining Radiation Safety Clearance).

____ Hazardous labels have been removed. (Note: do not remove radiation hazard labels without first obtaining Radiation Safety Clearance).

The equipment listed above has been properly cleaned/decontaminated and is ready for surplus disposal.

Signature of Responsible Person: _____ Date: _____

Return the form to the Safety and Risk Management Office (safety@wcu.edu) or intercampus mail (Facilities Management – Safety Office).

The equipment listed above has been sufficiently decontaminated and is cleared by the Safety Office for Surplus Property disposal. (Safety Officer signs below)

Signed: _____ Date: _____

Name (print): _____