The following items must be completed and signed by the department requesting a pickup, prior to removal of any appliance or scientific equipment by Facilities & Services (F&S) or a recycler.

Please make sure freezers are defrosted.

**Equipment Make:** ___________ **Model:** ___________ **Serial:** ___________

Did the appliance or instrument ever store, use or come in contact with the following materials? (Check those that apply)

- [ ] Chemicals
- [ ] Biological Materials
- [ ] Radioactive Materials

If the Appliance or Equipment never used, stored, or came in contact with a particular material, mark N/A for the corresponding instruction below.

If you have a question on how to dispose materials found in the equipment or appliance properly, contact DRS at 333-2755.

**CHEMICALS**

1. Remove all chemicals in containers and free-flowing liquids (except the refrigerant – F&S must do that).
2. Clean and decontaminate using soap and water.
3. Remove any chemical hazard labels.

**Date Completed or N/A**

- [ ] N/A
- [ ] N/A
- [ ] N/A

**BIOLOGICAL MATERIAL**

1. Remove all biological materials and pathological waste.
2. Clean and decontaminate using 10% bleach solution.
3. Remove all Biohazard labels.

**Date Completed or N/A**

- [ ] N/A
- [ ] N/A
- [ ] N/A

**RADIOACTIVE MATERIAL**

1. Remove all radioactive materials.
2. Perform contamination survey, and decontaminate as necessary.
3. Remove all Radioactive (tri-foil) labels.

**Date Completed or N/A**

- [ ] N/A
- [ ] N/A
- [ ] N/A

I certify that the information above is true and accurate.

**Name (Print):** ___________________________ **Phone:** _________________________

**Signature:** _____________________________