

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](#).

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

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

Radioactive materials? Yes No

Lead? Yes No

Oil and oil filled transformers? Yes No

Biological Agents? Yes No

Refrigerants? Yes No

Chemicals? 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.

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.