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# EQUIPMENT RELEASE FORM

*When laboratory equipment leaves your lab for disposal, repair, or move to new a location, you need to document that it is clean and free of chemical, biological or radioisotope residues and other hazardous agents. MSU Surplus and MSU Set-Up Crew will not move equipment without this documentation. Attach this completed form to the front of the unit after decontaminating the equipment.*

If the equipment contains asbestos, mercury, or residues of other hazardous materials that cannot be decontaminated safely DO NOT MOVE THE UNIT. Contact EHS at 517-355-0153 for consultation.

***Note: EHS does not decontaminate equipment for departments, except in unique circumstances for a possible fee. Departments are responsible for decontaminating general lab equipment themselves or via a contractor. EHS will assist MSU Departments with contacting contractors approved for hazardous material decontamination if necessary.***

Date: \_\_\_\_\_ Room number and Building: \_\_\_\_\_

PI or Research Group: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of equipment: \_\_\_\_\_

Destination:  MSU Surplus     Disposal     Repair     Not For Resale, Scrap Metal Only  
 Transfer to another facility

Describe method of decontamination here: \_\_\_\_\_

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The above listed equipment is free of contamination of chemical, biological, or radiological agents, mercury, asbestos or other hazardous agents and is safe to release to MSU Surplus for resale, transfer to another research laboratory, or out of the facility for repair.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_