

Equipment Decontamination Form

When equipment needs to be repaired, disposed or transferred to a new location, it must be decontaminated. Attach this completed form to the equipment before repairs or removal from the laboratory.

1.0 Location of Equipment

Department	
Principal Investigator (PI)	
PI Phone	
PI Email	
Lab Building and Room #	

2.0 Equipment Information [*Use a separate form for each piece of equipment*]

Note: This form should be used for all equipment as defined in the Decommissioning policy (*i.e.*, centrifuge, water bath, incubator, freezer, refrigerator, biological safety cabinet*, chemical fume hood*, laser*, X-ray*, *etc.*

Equipment Type	
Manufacturer / Model # / Serial #	
Reason for Disposal	

*Call EH&S for additional requirements.

3.0 Equipment Transfer Type

- Surplus Another Institution Maintenance Another Lab Assigned to Same PI
 Another PI/Department Room (List Building & Room):
 In-lab maintenance or repair

4.0 Decontamination Status [*Select one*]

- Equipment has never been in contact with biological, chemical, radioactive, or other hazardous materials and does not contain a radioactive source, X-ray tube or Class 3B or 4 laser equipment (*Proceed to 5.0*).
- Equipment had prior contact with biological, chemical, or radioactive materials or contains a radioactive source, X-ray tube, or Class 3B or 4 laser.

Note: All equipment inside laboratories restricted for unsealed radioactive material use must be surveyed by Radiation Safety Staff before the equipment leaves the laboratory.

Select “yes” or “no” for each type of hazard and describe how the equipment was decontaminated:

Contamination/Equipment	Yes	No	Describe Decontamination Method
Hazardous Chemicals			
Biohazard/Infectious Materials			
Equipment in direct contact with Unsealed Radioactive Materials *			
Other equipment in a lab where Unsealed RAM* was used			
Radioactive Sealed or Unsealed Source *			Contact Radiation Safety (803) 777-7530
X-Ray Machine *			Contact Radiation Safety (803) 777-7530
Class 3B and 4 Laser *			Contact Radiation Safety (803) 777-7530

* If “Yes”, a Radiation Safety Staff signature is required.

“I certify that all radioactive material contamination or sources have been removed and this equipment is acceptable for unrestricted use. If applicable, all electronic sources of ionizing and/or non-ionizing hazardous radiation have been removed from the equipment or the unit cannot be powered. If applicable; all beryllium metals in X-ray tubes or detectors have either been removed or the equipment posted with warnings to not shred beryllium and a beryllium safety data sheet has been attached to the equipment.

Radiation Safety Staff Signature

Date

Printed Name & Title

5.0 Authorization

Individual Completing the Equipment Decontamination

I certify that 1.) this equipment has never been in contact with biological, chemical, radioactive or other hazardous materials and has/does not contain a radioactive source, X-ray tube or hazardous (Class 3B or 4) laser or 2.) I have indicated all hazardous sources and potential contamination and that all equipment has been cleaned and decommissioned following the methods indicated above.

Name (Print):	Title:
Signature:	Date:
Office/Lab Phone:	Email:

Principal Investigator

I certify the information recorded on this form is complete and accurate. I further certify that the person completing the decontamination has been adequately trained and was provided with appropriate personal protective equipment to perform the decontamination. This equipment is now safe for repairs or removal from my laboratory and does not pose a risk to the receiver.

Name (Print):	Title:
Signature:	Date:

Environmental Health & Safety (EH&S) is not responsible for ensuring the decontamination of any lab equipment. If you have questions about this policy or need guidance on proper decontamination methods or requirements, please contact the [EH&S Office of Research Safety](#). It is the equipment owner's responsibility to ensure that proper procedures are followed according to USC policies prior to the release of lab equipment to any receiving entity.