

Iowa State University  
Laboratory Equipment Disposal Form

For Internal Use Only		
Removed	To Whs	>\$2000

Mail, Fax or Email form to: Environmental Health and Safety  
2809 Daley Drive / 3660  
Fax: 294-9357 Attn: Steve Ziegenfuss  
Email: [sziegen@iastate.edu](mailto:sziegen@iastate.edu)  
Phone: 294-7417

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

Equipment to be disposed:

---

ISU #	Item Description	Item Location (Room & Building)
-------	------------------	---------------------------------

Releasing Department: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_  
(Print)

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Print)

Contact Person's Location: \_\_\_\_\_

Equipment has never been used with or contained radioactive materials, chemicals (especially perchloric acid), oils, PCBs, asbestos, mercury or biological agents.  
**Note:** Equipment must still be cleaned with detergent. Date cleaned: \_\_\_\_\_

- Equipment has been used with or contained the following - please check on appropriate line(s):
- \_\_\_ Electrical Equipment (X-ray units, transformers, or other items containing oil, capacitors or ballasts, etc.)  
Comments/List: \_\_\_\_\_
  - \_\_\_ Chemicals (list high risk chemicals, perchlorates)  
Comments/List: \_\_\_\_\_
  - \_\_\_ Mercury (Mercury compounds or Mercury-containing components, i.e., switches, lamps, etc.)  
Comments/List: \_\_\_\_\_
  - \_\_\_ Asbestos Containing Items (including asbestos tape or wool, transite, asbestos gloves, etc.; if unsure, call EH&S)  
Comments/List: \_\_\_\_\_
  - \_\_\_ Biological Agents (list agents)  
Comments/List: \_\_\_\_\_
  - \_\_\_ Radioactive Materials (list radioisotopes)  
Comments/List: \_\_\_\_\_

Inspected by EH&S Radiation Safety: Signature \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate cleaning procedure used (see reverse side):  
List procedure used: \_\_\_\_\_  
Cleaning process performed by:  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

No known hazard now exists:  
Name/Signature of Dept. Rep.: \_\_\_\_\_ Date: \_\_\_\_\_

---

**EH&S Review:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

Item approved for disposal. \_\_\_\_\_  
EH&S Signature

Appropriate cleaning procedures can be found at the following sources:

**Chemical and Electrical** (General, Mercury)

Hazardous Waste Manual (Appendix III of **Chemical Hygiene Plan**)

[www.ehs.iastate.edu/publications/manuals/hazwaste.pdf](http://www.ehs.iastate.edu/publications/manuals/hazwaste.pdf) (III. Chemical Spill Procedures and IV. Mercury Handling and Spill Procedures)

Or contact Sean Whalen:

[sbwhale@iastate.edu](mailto:sbwhale@iastate.edu)

294-2009

**Biological Agents**

Biological cleanup procedure at:

<http://www.ehs.iastate.edu/publications/manuals/bsm.pdf> (Sections F. Disposal and Disinfection and G. Biohazard Spill Cleanup)

Or contact Steve Ziegenfuss:

[sziegen@iastate.edu](mailto:sziegen@iastate.edu)

294-7417

**Radioactive Materials**

Radioactive cleanup procedure at:

[www.ehs.iastate.edu/publications/manuals/rsm2k.pdf](http://www.ehs.iastate.edu/publications/manuals/rsm2k.pdf) (Section M. Emergency and Decontamination Procedures)

Or contact Eric Armstrong:

[ekarmst@iastate.edu](mailto:ekarmst@iastate.edu)

294-7666

**Asbestos**

For asbestos cleanup contact:

John Lathrum

[jlathr@iastate.edu](mailto:jlathr@iastate.edu)

294-7193