

Laboratory Equipment Disposal

For capital equipment (\$5,000 or more and a useful life expectancy of more than one year), first complete the [Capital Equipment Retirement Approval Form](#) and the process outlined by Accounting Services.

For computers and electronics, follow the E-waste disposal process set up by [University Services](#).

For all other laboratory equipment disposal, please provide the following information:

Dept. as listed in NSIS:

PI as listed in NSIS:

Requestor's name:

Requestor's phone #:

Pickup location:

Equipment description:

Decontaminated? (Items requiring decontamination include animal cages and equipment, biosafety cabinets, centrifuges, freezers, fume hoods, glove boxes, incubators, ovens, refrigerators, shakers, sinks, storage cabinets, water baths, and anything that has been used with radioactive materials, hazardous chemicals, or potentially infectious agents, etc.)

Free of oil and oil-filled transformers?

Equipment de-energized and capacitors discharged?

Mercury switches or lamps removed?

Asbestos-containing materials removed?

Radioactive contamination removed?

Refrigerants removed?

Batteries removed?

Any special precautions?

It is your responsibility to remove all known hazardous materials and to decontaminate the equipment if applicable. Dispose of all hazardous materials separately. After decontamination, remove or deface all hazard warning labels/stickers on the equipment.

Your submittal certifies that the above information is truthful and accurate. Email your request to hazardous-waste@northwestern.edu.

Print this certification, and affix it to the equipment to be disposed of.

Once ORS certifies the proper decontamination, schedule the disposal through University Services at <http://www.northwestern.edu/userservices/office/computer/staff.html>.