

**APPENDIX II - Equipment Transfer Certification**

Requestor: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Scheduled Move Date: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

PI/ Supervisor: \_\_\_\_\_ DSR: \_\_\_\_\_

Use this checklist to prepare for equipment transfer and disposal

1. Remove all biological materials & sharps	
2. Remove all chemicals	
3. Remove all radioactive materials (contact RSO)	
4. Remove lead shielding	
5. Contact Biological Safety for BSC decontamination	
6. Contact OEHS to test chemical fume hoods	
7. Perform contamination surveys on equipment used with radioactive materials	
8. Clean and/or disinfect equipment surfaces used with biological material or hazardous chemicals	
9. Remove all hazard labels & symbols (biohazard, radiation, etc.)	

OEHS Representative: \_\_\_\_\_ Date Sticker Issued: \_\_\_\_\_