



EQUIPMENT RELEASE FORM

RESPONSIBILITIES OF EQUIPMENT OWNER - PRIOR TO EQUIPMENT MOVE

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| 1 | It is your responsibility to ensure equipment leaving your lab for disposal, repair or move to a new location is free of chemical, biological, radiological isotope residue or other hazardous agents.
<i>Please note EHS and MSU Surplus will not decontaminate equipment. Departments are responsible for decontaminating general lab equipment themselves or via a contractor. EHS will assist MSU Departments (at a cost to the Department) with contacting contractors approved for hazardous material decontamination if necessary.</i> |
| 2 | If the equipment contains asbestos, mercury, or residues of other hazardous materials that cannot be decontaminated safely <u>OR</u> if it is unclear if decontamination is needed - DO NOT MOVE THE UNIT . Contact EHS at (517) 355 - 0153 for consultation. |
| 3 | 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 performing any required decontamination procedures. |

RESPONSIBLE PARTY INFORMATION

Date:	Building:	Room #:
PI / Research Group:		Responsible Person:
Email:		Phone:

EQUIPMENT INFORMATION

Description of Equipment:

Equipment Contained / Was Used For (check all that apply)				Describe Method of Decontamination:
<input type="checkbox"/>	Laser	<input type="checkbox"/>	Heating	
<input type="checkbox"/>	Chemical Storage	<input type="checkbox"/>	Cooling	
<input type="checkbox"/>	Biohazard Use / Storage	<input type="checkbox"/>	Agricultural Research	
<input type="checkbox"/>	Human Research / Materials	<input type="checkbox"/>	Plant / Soil Research	
<input type="checkbox"/>	Radiological	<input type="checkbox"/>	Asbestos	
<input type="checkbox"/>	Animal Research / Materials	<input type="checkbox"/>	Mercury	
<input type="checkbox"/>	Food Research	<input type="checkbox"/>	Lead	

Equipment Condition

Equipment Destination

<input type="checkbox"/>	Fully Functional	<input type="checkbox"/>	Powers On Only	<input type="checkbox"/>	MSU Surplus	<input type="checkbox"/>	Disposal
<input type="checkbox"/>	Needs Repair	<input type="checkbox"/>	Non-functioning	<input type="checkbox"/> Scrap Metal Only (not for sale)			
Other (describe):				<input type="checkbox"/>	Transfer to another facility	<input type="checkbox"/>	Repair

RELEASE ACKNOWLEDGEMENT

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:
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