

Equipment Information	
Decommissioning Status	
Submitted by	
Email	
Barcode	
Serial number	
Present location	
New location	
How was it decontaminated?	
If for disposal: does the equipment have any refrigerant?	
The equipment will be moved by	

Authorization			
	Name	Signatures	Date
Decommissioned by			
Principal Investigator			
Health, Safety and Risk Management			

### INSTRUCTIONS

1. Complete the form with signatures and post it on decommissioned equipment.
2. Notify [medsafety@uottawa.ca](mailto:medsafety@uottawa.ca) to obtain final sign-off
3. For large laboratory equipment or non-electronic equipment, please coordinate with [medfaci@uottawa.ca](mailto:medfaci@uottawa.ca) and confirm a pickup date from your laboratory for disposal/recycling offsite
4. For small electronic equipment, please dispose of them in the electronic bin on the first floor behind elevator #1.

### QUESTIONS

Health, Safety and Risk Management  
Faculty of Medicine  
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