

HS922 Laboratory plant & Equipment disposal request form



UNSW
AUSTRALIA

Contact Person:	Contact Number:	School/Unit:	Building	Location of equipment (eg Room fridge, freezer etc)	Date:	Page No:	Total No Pages:
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(Reference document: HS723 Lab & Equipment Decommissioning/Project Cessation Procedure)

Request for Disposal of Laboratory Equipment

All items requiring pickup by Facilities Management must be listed below. The form must be emailed to Facilities Management (fmgeneralservices@unsw.edu.au) prior to collection for disposal.

* If you have questions regarding collection please contact FM on 9385 5111 or fmgeneralservices@unsw.edu.au. If you have technical issues, please contacted [UNSW](http://unsw.edu.au) Health and Safety Unit on 93851565 or safety@unsw.edu.au

Equipment Description	Decontamination completed yes/no?	All hazard stickers and signage removed yes/no?	UNSW Asset Register completed for Disposal yes/no?	Decontamination certificate attached Yes/no?	Comments

Add lines/pages as needed.

Person responsible for requesting disposal: I certify that the information in this document is complete, accurate and that all known or suspected hazards have been disclosed to the best of my knowledge.

PRINT NAME

(Signature)

____/____/____
(Date)

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