



Technical Guide: Disposal of Equipment with possible Environmental Health Impacts

Revision Date: 08/21/2026

Scope:

This guide outlines the procedure for the disposal of equipment containing or potentially contaminated with biological materials or toxins, hazardous chemicals, radioactive material, oil or fuel, refrigerants or other health or environmental hazards.

Regulations:

[Michigan Guide to Environmental, Health and Safety Regulations, Chapter 2](#) and [Chapter 10](#)

Procedures:

1. Equipment disposal must be managed according to Michigan Tech's Property Management Operating Procedures Manual, "Chapter 11: Disposition, Disposals and Transfers"
2. Contact your departmental equipment coordinator for help in evaluating the equipment for potential repair or use by others within your department.
3. The departmental equipment coordinator will contact Financial Services and Operations, at property-l@mtu.edu to request the Property Office to check whether there is a campus wide need for the equipment or, if not, obtain the approval for disposal of the item.
4. If the equipment contains, or has been used in conjunction with biological materials or toxins, hazardous chemicals, radioactive material, oil or fuel or other health or environmental hazards, it will need to be decontaminated before disposal. For assistance with evaluating hazards associated with the equipment and identifying appropriate methods for decontamination, contact Environmental Health and Safety at ehs-support@mtu.edu or 906-487-2118. Attached the completed Equipment Decontamination form and request the appropriate pickup and disposal method:
 - a. For consumer electronics, computers, monitors, printers, and cell phones, contact it-help@mtu.edu for disposal as E-waste.
 - b. For hazardous waste disposal see [Hazardous Waste Collection and Disposal Procedures](#)
 - c. For equipment that is fully decontaminated and safe for disposal place a work order with Facilities Management to request pick up and disposal.



Equipment Decontamination Form

This equipment is being decontaminated for ☐ Disposal ☐ Relocation ☐ Repair ☐ Storage

Name or Type of Equipment

Department

Building

Room

Owner/PI

email

phone

Hazards: Check N/A for categories that DO NOT apply.

Biohazardous Material used in the equipment ☐ N/A

☐ Disinfected with 10% bleach Other disinfectants (specify) _____

☐ Biohazard symbols removed or defaced

Hazardous Chemical or Materials used in the equipment ☐ N/A

☐ Chemicals removed, residual contamination cleaned and / or neutralized (refer to SDS for guidance)

☐ Chemicals labels removed or defaced

Radioactive materials used in equipment ☐ N/A

☐ Radiation sources are removed; equipment is cleaned and decontaminated and is not radioactive.

☐ Radiation hazard labels are removed or defaced.

☐ Radiation safety officer has cleared this equipment for disposal _____
Signature Date

Stored Energy used in equipment ☐ N/A

☐ Electrical, hydraulic, mechanical, pneumatic have been de-energized or discharged

Freon / Refrigerant used in equipment ☐ N/A

☐ Facilities Management will manage removal and proper disposal of refrigerants.

I certify that to the best of my knowledge the equipment is free of hazardous materials as noted above.

Name

Signature

Date

Attach completed form to the equipment prior to repair/servicing or pick up.

*For equipment disposal, relocation or removal for storage, a work order must be submitted to Facilities Management. For disposal as hazardous waste, see instructions at <https://www.mtu.edu/ehs/disposal/hazardous-waste/> or call 906-487-2118. For disposal as E-waste (Computers, monitors, printers and related items) contact it-help@mtu.edu. or call 906-487-1111.