

# Michigan Technological University

## TECHNICAL GUIDE: DISPOSAL OF EQUIPMENT WITH POSSIBLE ENVIRONMENTAL HEALTH IMPACTS.

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### 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/fuel, refrigerants or other health or environmental hazards.

### REGULATIONS:

[Michigan Guide to Environmental, Health and Safety Regulations, Chapter 2, 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 at the University.
3. The departmental equipment coordinator will contact Financial Services and Operations, [property-l@mtu.edu](mailto:property-l@mtu.edu) to request 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/fuel or other health or environmental hazards, it will need to be decontaminated before disposal\*.
5. Attach 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](mailto:it-help@mtu.edu) for disposal as E-waste.
  - b. For hazardous waste disposal see [EHS 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.

### \*FOR ADDITIONAL ASSISTANCE:

For assistance with evaluating hazards associated with the equipment and identifying appropriate methods for decontamination, contact the Research Integrity Office (RIO) [researchintegrity@mtu.edu](mailto:researchintegrity@mtu.edu) or phone 7-2902

# 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 disinfectant (specify) \_\_\_\_\_

Biohazard symbols removed or defaced.

**Hazardous Chemicals or Materials** used in the equipment . ....  **N/A**

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

Chemical 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/discharged.

**Freon/Refrigerant** used in equipment .....  **N/A**

Facilities Maintenance 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 [mtu.edu/ehs/forms-procedures/hazardous-waste/](http://mtu.edu/ehs/forms-procedures/hazardous-waste/) or call 906-487-2902.**

**For disposal as E-waste (Computers, monitors, printers and related items) contact [it-help@mtu.edu](mailto:it-help@mtu.edu). or call 906-487-1111.**