

1 **Laboratory Equipment Disposal**

2 Effective: Moved to Policy Library from UPM 12.12(5)

3 Reviewed/Updated: March 2021

4 Contact: [Environmental Health and Safety \(EH&S\)](#)

5 **Introduction**

6 The purpose of this policy is to maintain a safe workplace for university personnel, students, and the
7 general public. Laboratory equipment may be contaminated with dangerous materials. This could
8 pose a safety hazard for anyone handling or using the equipment. Items of concern include, but are
9 not limited to, refrigerators, freezers, incubators, storage cabinets, glassware, water baths, shakers,
10 analytical instruments, etc.

11 **Policy Statement**

12 Laboratory equipment transferred to ISU Surplus or disposed of by General Services must first be
13 decontaminated and cleaned by the releasing department and inspected by a representative of
14 Environmental Health and Safety (EH&S). A Laboratory Equipment Disposal form must be submitted
15 to EH&S.

16 University employees are prohibited from discarding laboratory equipment or appliances in the trash
17 without prior approval of EH&S.

18 Employees are prohibited from abandoning equipment or appliances on docks, in storage areas or
19 exterior spaces, or otherwise creating a hazard or nuisance with such abandoned equipment. A
20 material is considered abandoned if it is no longer suitable for its intended purpose, poses an
21 immediate hazard, or is not intended for use in a reasonable amount of time. Abandoned materials
22 will be removed by ISU Surplus and the associated costs will be billed to the originating department.

23 **Resources**

24 **Links**

- 25 • [ISU Surplus](#)
- 26 • [Laboratory Equipment Disposal Form \[PDF\]](#)

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