

## **EQUIPMENT DISPOSAL FROM LABS**

Last updated: December 2017

It is essential that you follow these guidelines when disposing of laboratory equipment so Central Stores can safely remove and dispose of the equipment.

- Remove all chemicals and fluids. This includes oils (pumps), refrigerants (fridges, freezers and other cooling equipment) as well as any circulating coolants/heating fluids, including water. The equipment requires a tag indicating the oil/liquids have been removed. The item will not be picked up if this tag is missing or if there are any chemicals or fluids remaining in it.
- Attach an asset disposal form to the item (indicating it is to be disposed of). Once completed, contact Central Stores with the item description and location. Just leaving your equipment in the hallway will result in your item not being picked up.

### **Take the following steps when disposing of any equipment:**

1. If a refrigerator or freezer requires the coolant to be removed, a Plant Operations works request is required – visit <https://uwaterloo.ca/plant-operations/work-requests> to submit a works request.
2. An asset disposal form needs to be filled out. Obtain this from your department or the Central Stores website <https://uwaterloo.ca/central-stores/used-product-handling/asset-disposal>.

This form (when submitted) notifies Central Stores of the location of the equipment to be picked up. Oil/liquid removal tags can be requested from [csss@uwaterloo.ca](mailto:csss@uwaterloo.ca).

If the disposal is related to a lab decommissioning or re-assignment, a lab decommissioning form is required, and a copy sent to the Department Chair, lab supervisor and the Safety Office. Download the [Lab Decommissioning Form](#).