

UNIVERSITY OF OTTAWA EQUIPMENT DECOMMISSIONING TAG

A	uOttawa General Inventory Barcode Number (please print)	Photos of the following must be sent to medfaci@uottawa.ca & medsafety@uottawa.ca (at the expectation of a full lab move/decom.)	Photos emailed (please initial)
		<ol style="list-style-type: none"> 1. Equipment item 2. uOttawa General Inventory Barcode on item 3. Electrical outlet it was plugged into 	<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>
B	Decommissioning Status		
	Temporary Decommissioning <input type="checkbox"/>	Permanent Decommissioning <input type="checkbox"/>	
	If Temporary – Reason for decommissioning:		
	Move within the Faculty <input type="checkbox"/>		
	Move within the University <input type="checkbox"/>		
	Move external of the University <input type="checkbox"/>		
	Sending offsite for repair <input type="checkbox"/>		
	Internal repair <input type="checkbox"/>		
C	Identification of Equipment		
	Description (what is it?):		
	Model Number:	Serial Number:	
	Present Location :	New Location :	
	Comments / how was it decontaminated? :		
D	Authorization		
	The above listed equipment is certified as free of hazards. All Levels of required decontamination have been performed.		
	Lab Contact person:	Date:	
	Principal Investigator:	Date:	
	HSRM:	Date:	
E	Disposal	Has Refrigerant <input type="checkbox"/>	Requires Transport <input type="checkbox"/>
	For large laboratory equipment or non-electronic equipment please proceed with medfaci@uottawa.ca to arrange a pickup from your laboratory for disposal/ recycling offsite.		
	<ul style="list-style-type: none"> In the email specify the approximate weight of the equipment being taken away. 		
	Specify if this equipment has refrigerant to be drained (legal requirement: all refrigerant must be reclaimed).		
	For small electronic equipment please dispose of them in the electronic bin on the first floor behind elevator 1, with this signed sheet affixed to the decommissioned equipment.		