

Equipment Relocation/Removal form (July 2025)

Type of equipment

Equipment	UNTHSC ID #	Remove	Relocate	Existing location	New Location
BSC		<input type="checkbox"/>	<input type="checkbox"/>		
Fridge		<input type="checkbox"/>	<input type="checkbox"/>		
Incubator		<input type="checkbox"/>	<input type="checkbox"/>		
Centrifuge		<input type="checkbox"/>	<input type="checkbox"/>		
Other:		<input type="checkbox"/>	<input type="checkbox"/>		

Equipment Hazard

Biological BSL1 BSL2/E Chemical Radioactive

Freezer/LN2 tank being moved with content still present inside

Decontamination method used: Fumigated, list name of vendor:

Cavicide 10% Bleach Other, list:

- All stickers, labels, papers have been removed or defaced from the equipment.
- Equipment fits through the lab doors, in the elevators and has the correct utility connections in the new location.

Certification

I, _____, have followed the relevant policy and advice concerning the sterilization and decontamination of this laboratory equipment. The laboratory equipment has been decontaminated on _____ (date). The laboratory equipment no longer poses a hazardous threat and is now considered safe for transport.

Signature _____ . Date _____

Email: _____, PI name: _____

EHS Approval

Signature _____ . Date _____

Please fill out and sign the form, return to Safety@unthsc.edu for final approval. Attach a copy of the completed form to the equipment that needs to be moved. Return signed form to lab staff, facilities and property control.