

**Facilities Management  
Laboratory Equipment Decontamination Form**

This form is to be used for all lab equipment that has the potential to be contaminated with chemical or biological substances (e.g., storage cabinets, fume hoods, refrigerators, countertops, and incubators).

Please list any chemicals used with the equipment that can be found on OSHA's [list of highly hazardous chemicals](#). If none of the chemicals used with the equipment are considered highly hazardous, please write "no highly hazardous chemicals used."

Surfaces of the equipment are to be cleaned using an appropriate detergent solution to remove any residue. For equipment that has been used with biological materials (e.g., bacteria, blood, and viruses), the surfaces are to be disinfected using a 10% bleach solution or other appropriate disinfectant.

Once the form has been completed and the equipment has been cleaned, please submit form to [safety@shsu.edu](mailto:safety@shsu.edu) for review. After the form has been reviewed and approved, please attach the signed copy to the equipment for pickup.

Building/Room No.:	Type of Equipment:
Manufacturer, Model, Serial No.	Orange Tag:
Destination: <input type="checkbox"/> Property	<input type="checkbox"/> New Location Building/Room No.:
<p><u>This equipment has been used with the following hazardous materials:</u></p> <p><input type="checkbox"/> Chemicals (list any high-risk chemicals used):</p> <p><input type="checkbox"/> Biological Materials (list biological agents used):</p> <p><input type="checkbox"/> None of the above (NOTE: equipment must still be cleaned)</p> <p>Describe process and agent used to clean equipment:</p>	
<p>Name of person that performed the cleaning:</p> <p>Date of cleaning:</p>	
<b>FOR EH&amp;S USE ONLY</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected <u>Actions required for approval:</u>
Signature:	