

# Refrigerated Equipment Decontamination Checklist



Where equipment is surplus to requirements but is in good condition/working order you should attempt to transfer it to another College/School/Institute within the University.

If this is not possible, or if the equipment is beyond its useful life, then it must be disposed *via* the University appointed supplier for the disposal of WEEE. Information on disposal procedures can be found on SEPS web site. [University of Glasgow :: Safety & Environmental Protection Services :: Waste](http://www.gla.ac.uk/safety-environmental-protection-services/waste)

**In all cases the equipment must be correctly decommissioned & decontaminated prior to transfer or disposal**

**Upon decommissioning & decontamination a 'Safe for disposal' notice must be affixed in a prominent place on EACH PIECE of equipment.**

This notice can be downloaded at [http://www.gla.ac.uk/media/media\\_292014\\_en.pdf](http://www.gla.ac.uk/media/media_292014_en.pdf)

|                            |  |                  |  |                       |  |
|----------------------------|--|------------------|--|-----------------------|--|
| <b>Responsible Person</b>  |  | <b>Job Title</b> |  | <b>Email/phone No</b> |  |
| <b>Origin of equipment</b> |  | <b>Building</b>  |  | <b>Room No</b>        |  |

| <b>Equipment description</b>                                  | <b>Asset No</b> | <b>PAT No</b> |
|---|-----------------|---------------|
| (eg Underbench fridge, Fridge/freezer/-80 freezer/centrifuge) |                 |               |
| 1   |                 |               |
| 2   |                 |               |
| 3   |                 |               |
| 4   |                 |               |

| <b>Actions taken</b>  | <b>Done?</b> | <b>Signature</b> | <b>Name</b> | <b>Date</b> |
|---|--------------|------------------|-------------|-------------|
| All items including chemicals and biological materials have been removed                                      |              |                  |             |             |
| Equipment has been completely decontaminated and presents no chemical/biological/radiological or other hazard |              |                  |             |             |
| All internal and external hazard warning signs have been removed  |              |                  |             |             |
| 'Safe for disposal' sign has been attached to equipment   |              |                  |             |             |
| Other (give details)  |              |                  |             |             |

A separate checklist should be completed for each room/area in which the equipment is located and **this record should be retained for one year.**

**Full Name** .....

**Signature** .....

**Date** .....

**School/Institute etc** .....

**Unit/department** .....