HS921 Equipment Decontamination Certificate	UNSW AUSTRALIA

(Reference document: HS723 Laboratory & Equipment Decommissioning/Project Cessation Procedure)

This certificate is to be completed for hazardous equipment or equipment used with hazardous substances by the equipment custodian and displayed on the equipment (for disposal) or provided to the new custodian (if transferring ownership)

Equipment name/description			
Equipment location	**Building:**	**Room Number:**	
Equipment Custodian		**Contact details:**	
Brief description / purpose of equipment decontamination			
Date equipment was made safe:		**Time equipment was made safe**	

Item	**Choose**
Biological hazard: Equipment removed of all agents and disinfected with (name of disinfectant):	Y – N – n/a
Chemical hazard: Equipment removed of all substances and decontaminated; explain how:	Y – N – n/a
Radiation (ionising and non-ionising) hazard: Equipment removed of all sources and decontaminated; explain how:	Y – N – n/a
High pressure hazard: Equipment removed of high pressure hazards; explain how:	Y – N – n/a
Equipment checked for hazardous contaminant and is safe	Y – N – n/a
All hazard labels have been removed (where relevant)	Y – N – n/a
No hazardous sharps / protrusions in or on equipment	Y – N – n/a
Equipment tagged out of use	Y – N – n/a
UNSW Asset register updated for disposal (where relevant)	Y – N – n/a
If equipment will be re-used:	
Equipment operators manual provided	Y – N – n/a
Equipment SWP provided	Y – N – n/a
Equipment history of incidents provided	Y – N – n/a
Equipment keys/controls handed-over to new user	Y – N – n/a
Where relevant, equipment within test date for electrical testing and tagging	Y – N – n/a
Is training / induction required prior to using the equipment again? If yes explain:	Y – N – n/a
Is specific laboratory Personal Protective Equipment required to be worn when operating equipment? If yes explain:	

Other comments:	

I certify that the equipment (above) has been made safe for disposal or hand-over

_____ _____ ____ /_____/_____

PRINT NAME (*Signature*) (Date)