**Request to scrap equipment**

* Please request disposal of the equipment on Planon: (<https://www.york.ac.uk/fmhelpdesk/index.cfm>)
* Label the equipment ‘*For Disposal’* & return this form to the Infrastructure Office or biol-infrastructure-group@york.ac.uk
* If decontamination is necessary please attach a copy of the ‘Decontamination Certificate’ (overleaf)
* If the equipment is large or heavy, please contact the Infrastructure Team ( biol-infrastructure-group@york.ac.uk) before proceeding

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| **To be completed by requestor** |
| Item Description |  |
| Location of equipment |  |
| Asset / ID / PAT number  |  |
| Serial number |  |
| Date of request. |  |
| Planon job number  |  |
| Has this equipment been decontaminated? Yes\* / Not necessary\*If yes, complete a certificate and attach to equipment.Have all labels been removed? Yes / Not necessary  |
| Name & signature of responsible person (including contact details & Group): |
| **For Infrastructure use only** |
| Has the item been removed from databases? e.g. PAT, Statutory inspections, Asset Register (check with Electronics Workshop & Sylvia Haddock) | YES / not applicable |
| *File in electrical equipment disposal file (B/F010)* |  |

**Decontamination Certificate - please attach to the equipment**

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| **Location (Department / Room No.)** |  **Asset ID:** |
|  |  |
| **TYPE OF EQUIPMENT** | **MANUFACTURER** | **SERIAL No.** |
|  |  |  |
| **NOTE:** Please complete the appropriate sections below and attach to your equipment that is to be disposed of | **Yes / No** |
| 1. Has the equipment described above been exposed to one or more of the following: **microorganisms / clinical material / radioisotopes / hazardous chemicals** (delete as appropriate)?
 |  |
| 1. If yes, have appropriate decontamination procedures been carried out as detailed below?
 |  |
| 1. Surface decontamination with an effective disinfectant
 |  |
| 1. Fumigation **-** May be **r**equired for microbial safety cabinets.
 |  |
| 1. Other method of decontamination? If yes, provide further details below:
 |  |
| 1. Is there any residual contamination that cannot be removed? If yes, describe the nature of the hazard and precautions to be taken:
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| **Declaration:**The equipment described above has been decontaminated (if necessary) and does not present a significant risk to anyone involved in the servicing / testing / maintenance of the equipment.  |
| **Name:****Signature:** | **Position:** |
| **Date:** |