

FSE DO Infrastructure and Safety Team (IaST) Laboratory Equipment Tracking Form

This equipment tracking form is required whenever lab equipment ceases operation, or is transferred to another owner or location, or is removed from a lab for surplus/disposal. Before dispositioning the equipment, return the completed form to Rita.Bottesch@asu.edu and Amanda.L.Hoyt@asu.edu.

Laboratory Location Information

Current equipment location (building and room number): _____ Department: _____

PI or Department Lab/Facilities Manager: _____

Telephone Number: _____ Email: _____

Equipment History

Previous equipment location (building and room number): _____ PI: _____

Approximate operational period (estimate start & end dates): _____

Processes this equipment was used for (attach extra documentation as needed): _____

Was this equipment used in a biological/medical research lab? Yes No

Biological decontamination needed? Yes No

Comments: _____

Was this equipment used in a radioactive material research lab? Yes No

Radiological decontamination needed? Yes No

Comments: _____

Was this equipment used in a chemical research lab? Yes No

Chemical decontamination needed? Yes No

Comments: _____

Comments:

This equipment has been evaluated, and its current and past usage has been confirmed to the best of our ability.