



NMSU Equipment Decontamination & Transfer Form

USED APPLIANCE TRANSFER to PROPERTY

Department: _____ Bldg/Room No: _____

Item: Refrigerator Microwave oven Tag Number: _____
 Blender Other: _____

As Department representative, I certify that this piece of equipment has been used previously for food storage only and is safe for food storage.

Name/Signature: _____ / _____
Departmental Representative (please print) (signature)

Title: _____ Date: ___ / ___ / ___

This section applies to refrigerators, microwave ovens, blenders, and other appliances that may have contained any type of hazardous material. Please check if the appliance has been used for storage or processing of the following:

Radioactive materials Biological materials
 Chemicals Other hazardous materials _____

As Department representative, I certify that this appliance has been decontaminated in accordance with proper procedures for the type of potential contaminant. EH&S will be notified to conduct final survey (646-3327).

Name/Signature: _____ / _____
Department Representative (please print) (signature)

Title: _____ Date: ___ / ___ / ___

EH&S Use Only

This appliance may not be reused for consumables. EH&S shall label appliance "NO FOOD STORAGE".

Surveyed & released by EH&S

Name/Signature: _____ / _____
EH&S Representative (please print) (signature)

Title: _____ Date: ___ / ___ / ___

HVAC Use Only:

If appliance is to be scrapped or destroyed, I certify that captive refrigerant and oil has been reclaimed and disposed by approved methods.

Name/Signature: _____ / _____
HVAC Representative (please print) (signature)

Title: _____ Date: ___ / ___ / ___



Hazardous Materials - Equipment Disposal Guidelines

Instructions for Equipment Decontamination & Transfer Form

These guidelines are intended to cover the disposal of equipment or appliances, which have been used for storage or processing of hazardous materials and chemicals at New Mexico State University. For disposal of other equipment and materials please reference to the BUSINESS PROCEDURES MANUAL, Section 8.10, Disposal or Transfer.

Refrigerators and Freezers (Hazardous)- All refrigerators and freezers, whether they are working or non-working, are to be excessed subject to the following procedures.

1. Notification sent to the Property Office and EH&S (Envir.Health & Safety) Office using the [Used Appliance Transfer to Property](#) form (above). If the item is inventoried the notification shall be accompanied by an Inventory Change Report Form, original to Property Office and copy to the EH&S office.
2. The refrigerator or freezer shall be cleaned and disinfected by the owning department.
3. The EH&S Office shall be notified to inspect and sign off on the item(s). This sign off shall be done on the Used Appliance Transfer to Property form.
4. The requesting department shall furnish an account number to the Property Office together with the Used Appliance Transfer to Property form signed by EH&S. The owning department will issue a work order to have the item taken by the labor crew to the HVAC department to have the Freon and oil removed.
5. The item will then be moved by the labor crew to the scrap pile at the back lot of OFS. This item will ultimately be picked up by the scrap dealer.

Refrigerators and Freezers (Non-Hazardous)- All refrigerators and freezers, which have not been used to store hazardous materials, are to be excessed subject to the following procedures.

Refrigerators and Freezers (Non-Hazardous Working)-

1. Notification sent to the Property Office using the [Used Appliance Transfer to Property](#) form (above). If the item is inventoried the notification shall accompanied by an Inventory Change Report Form.
2. The refrigerator or freezer shall be emptied by the owning department.
3. The Property Office will issue a work order to have the item taken by the labor crew to the Property Warehouse.

Refrigerators and Freezers (Non-Hazardous Non-working)-

1. Notification sent to the Property Office using the [Used Appliance Transfer to Property](#) form (above). If the item is inventoried the notification shall be accompanied by an Inventory Change Report Form.
2. The refrigerator or freezer shall be emptied by the owning department.
3. The requesting department shall furnish an account number to the Property Office. The owning department will issue a work order to have the item taken by the labor crew to the HVAC department to have the Freon and oil removed.
4. The item will then be moved by the labor crew to the scrap pile at the back lot of OFS. This item will ultimately be picked up by the scrap dealer.