

# Baylor University Equipment Release Form

Date Initiated: \_\_\_\_\_

Office/Lab of Origin: \_\_\_\_\_ Department: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Instrument/Device Description: \_\_\_\_\_  
\_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

BU Asset Tag: \_\_\_\_\_

Destination: \_\_\_\_\_

Service requested: \_\_\_\_\_  
\_\_\_\_\_

De-energized:                      Yes                      No                      PI's Initials: \_\_\_\_\_

Chemicals Removed:              Yes                      No                      PI's Initials: \_\_\_\_\_

Contaminated:                      Yes                      No                      PI's Initials: \_\_\_\_\_

Radiation Contaminated:        Yes                      No                      PI's Initials: \_\_\_\_\_

Any contamination found will require the laboratory to remove the contaminants per EHS instructions. This form must be attached to the equipment.

I certify that the above listed equipment is free of chemical, hazardous material or radioactive contamination and that it is safe to release to unrestrictive areas and/or to perform the work as requested.

\_\_\_\_\_  
(Signature of Responsible Individual)

To be completed by EHS:  
Date Released by EHS: \_\_\_\_\_ Released By: \_\_\_\_\_

One copy of this completed form is to be attached to the equipment; a second copy must to be emailed to: Fixed\_Assets@baylor.edu. An optional third copy may be kept by the department.