

Research Equipment Decommissioning

Contact Information

Date of Request: _____

Full Name: _____

Email Address: _____

Phone Number: _____

Equipment Location

Building: _____

Room Number: _____

Items to be Decommissioned

Quantity	Item Description	Model	Serial Number

Special Instructions or requested timeline:

Please Note: This process is not required for furniture or E-waste.

Submit this form to: Department of Environmental Health and Safety safety@queensu.ca

Next steps: After EHS technician applies Decommissioned sticker, contact Facilities Waste & Recycling Services

<https://www.queensu.ca/facilities/services/energy-and-waste-management/recycling>