

**Contact Information**

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**Equipment location**

Building: ----- Room Number: -----

**Items to be Decommissioned**



**Special Instructions or request ed timeline**

Empty rectangular box for special instructions or request ed timeline.

**Please Note** This process is not required for furniture or E waste

Submit this Department of Environment ~~slaffy@queensu.ca~~ [slaffy@queensu.ca](mailto:slaffy@queensu.ca)

Next step: ~~HT~~ Submit an applies Decommissioned sticker, contact

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