

Electronic Shop Work Submission Procedure:

- 1) Clean the equipment in accordance with EH&S guidelines for Equipment Service Release Procedures.
[Guidelines](#) [Checklist for Chemical/Biological Exposure](#) [Checklist for Radiation Exposure](#)
- 2) Fill out and attach EH&S Equipment Servicing Form EC-2 to the equipment.
[Form EC-2](#)
- 3) Locate the manual(s) for the equipment.
- 4) Fill out [Work Submission Form](#), be sure to include account number and have Principle Investigator Sign.
- 5) Drop the equipment off, with all paper work & manuals to the Electronic Shop (NSC 122) during posted consulting hours.