

General Guidelines for the Disposal of Refrigerators, Freezers, and other Refrigeration Units

Do not

- Abandon or dispose of refrigerators, freezers, or window air conditioning units in dumpsters or in common areas.
- Intentionally puncture the unit to evacuate or release the refrigerant gas.

Sanitation

- All contents **MUST** be removed from refrigerators and freezers.
- The unit must be thoroughly cleaned with soap and water and then disinfected with a 10% bleach solution or an equivalent disinfectant.
- After cleaning, the door of the unit must be blocked open (unless removed) to prevent the growth of mold.

Child Protection

- All refrigerators and freezers that are not in use and are in areas where children may be present must be under the control of an adult or have the doors removed.

Unit Identification

- Place your contact information; including the make, and model of the refrigerator/freezer inside a plastic bag and securely tape the bag inside or on top of the unit.

Disposal of Household type Refrigeration/Freezer Units

1. All working and nonworking household refrigeration units (refrigerators, freezers, window air conditioning units, etc.) must be disposed through the Business Affairs Office (BAO), Surplus Property Office (6-3190).
2. Submit a Property Disposal Request (PDR) ([link here](#)) to the Surplus Property Office ([link here](#)). Surplus Property will initiate the removal of the unit after receipt of the completed PDR.
3. You will be contacted by Central Support to schedule a pick-up (please plan on 1 to 2 weeks for the pick-up).
4. Refrigeration units that have not been sufficiently cleaned will not be transported for disposal. The owner will be contacted for additional cleaning.

Disposal of Refrigeration/Freezer Units used in the Sciences

1. All working and nonworking refrigeration/freezer units used in the sciences must be approved for disposal by Environmental Health and Safety (EHS).
2. To dispose of chemical or biological wastes removed from the unit contact EHS 6-3192.
3. Submit a Property Disposal Request (PDR) ([link here](#)) to the Surplus Property Office ([link here](#)). Surplus Property will contact EHS to schedule an approval inspection after receipt of the completed PDR.
4. If the unit has not been satisfactorily cleaned and disinfected, EHS may request additional cleaning.
5. Once EHS has approved the unit for disposal, you will be contacted by the Surplus Property office to schedule removal.