

This form is required for: All Appliances and Lab Equipment Regardless of Value, and Any Moveable Equipment Valued Over \$5,000

INSTRUCTIONS: (1) Enter a FAMIS Service Request for surplus pickup via the Physical Plant Webpage. (2) Print out this form and complete entirely. (3) Make copy of form. (4) Attach copy to individual item to be picked up. (5) Send original copy to UVM Surplus via one of these methods:

Campus Mail: UVM Surplus, 284 East Avenue
Fax: 656-1075
Email Attachment: recycle@uvm.edu

Person Requesting Disposal: [text box]

Department Name: [text box]

Telephone: [text box] E-Mail: [text box]

FAMIS Service Request Number (After entering your FAMIS Service Request on the web, an SR# is generated. Please record the number here.) SR [text box]

FAMIS Service Request Submittal Date: [text box]

Description of Item: [text box]

UVM Asset Tag (if item has a UVM Inventory Tag, please record the number here): A [text box]

Specific Location of Item Bldg: [text box] Room Number [text box]

Checklist for Decontamination of Lab Equipment & Appliances

Owning Department must certify that item has been properly cleaned and decontaminated for safe disposal. This form and checklist must be taped securely to each individual piece of equipment. The responsible personnel must sign off on equipment prior to pick-up.

Task Signature of Responsible Person

Remove Contents and Clean Remove all contents including food, ice, liquids, mold, vials, specimens, bottles, trays, glassware, fluorescent bulbs, etc. Equipment must be unplugged. Owning Department

Biological Decontamination If equipment came in contact with food, biological agent, blood, mold or animal related residue, clean using a 10% bleach solution or similar disinfectant. Owning Department

Chemical Decontamination Clean equipment using reasonable means (washing, scrubbing) with appropriate cleaning agent to remove any residual material, stains and odors. Owning Department

Radioactive Materials - IF APPLICABLE Equipment must be cleared of residual radioactivity by UVM Radiation Safety Office and any radioactive identification labels must be removed by RSO personnel only. Radiation Safety Technician