

# University of Vermont - Surplus Disposal Form

Updated: December 2011

**This form is only required for: Appliances, Laboratory Equipment & "Movable Equipment" regardless of its value. (Form not required for furniture or untagged computer equipment.)**

**INSTRUCTIONS:** (1) Enter a FAMIS Service Request for surplus pickup through the Physical Plant webpage. (2) Print out this form and complete entirely. (3) Make copy of form. (4) Attach one copy to individual item to be picked up. (5) Send other 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:

Department Name:

Telephone:  E-Mail:

**UVM Asset Tag** (if item has asset tag, record the number here): A  No Tag

Description of Item:

Specific Location of Item Bldg:  Room Number

**FAMIS Service Request Number** (After entering your FAMIS Service Request on the web, an SR# is generated. Please record the number here.): SR

**FAMIS Service Request Submittal Date:**  /  /

## Checklist for Decontamination of Laboratory 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 item or 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, glassware, specimens, bottles, trays, fluorescent bulbs, etc. Equipment must be unplugged. Appliances must be defrosted.

\_\_\_\_\_  
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 (RSO) and any radioactive identification labels must be removed by RSO personnel only.

\_\_\_\_\_  
Radiation Safety  
Technician

FOR SURPLUS STAFF USE ONLY. DO NOT WRITE BELOW THIS LINE.

Item Picked Up:  /  /  By: \_\_\_\_\_ Tag Removed:  Yes  No Tag Found