University of Vermont - Surplus Disposal Form

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:

Person Requesting Disposal: ________________________________
Department Name: _______________________________________
Telephone: ___________ E-Mail: ____________________________

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: __________/________/_____

Description of Item: ______________________________________
UVM Asset Tag (if item has a UVM Inventory Tag, please record the number here): A __________
Specific Location of Item Bldg: __________________ Room Number _________

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

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

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.

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

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.

Signature of Responsible Person

Owning Department

Owning Department

Owning Department

Radiation Safety Technician