



The University of Vermont

### UVM Surplus Equipment Disposal Form

**Note: This form is only required for appliances, laboratory equipment and Movable equipment regardless of their value. (This form is not required for furniture or untagged computer equipment.)**

**\*INSTRUCTIONS:** (1) Enter an on-line request for surplus property pickup in [Planon Self-Service](#). (2) Complete this form by typing in fields below. (3) Print two copies and obtain necessary signatures. (4) Attach one signed copy to the item/equipment itself and email the other signed copy to [recycle@uvm.edu](mailto:recycle@uvm.edu)

**Planon Order Number:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_  
Person Requesting Disposal: \_\_\_\_\_ Phone: \_\_\_\_\_  
Department Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Description of Item:** \_\_\_\_\_

Manufacturer Name/Model # \_\_\_\_\_ Unknown \_\_\_\_\_

**UVM Asset Tag#<sup>1</sup>:** \_\_\_\_\_ No Tag Found \_\_\_\_\_

**Location of Item** Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Contact person in lab/room (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

### 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 piece of equipment. The responsible personnel of the Owning Department must sign-off on the tasks below prior to pick-up.

<i>Task</i>	<i>Signature of Responsible Person</i>
<b>Remove Contents and Clean</b> 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
<b>Biological Decontamination</b> 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
<b>Chemical Decontamination</b> Clean equipment using reasonable means (washing, scrubbing) with appropriate cleaning agent to remove any residual material, stains and odors.	_____ Owning Department
<b>Radioactive Materials – IF APPLICABLE</b> 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

<b>ENVIRONMENTAL HEALTH &amp; SAFETY STAFF USE ONLY</b>  ITEM INSPECTED ON: ____/____/____  BY _____	<b>UVM SURPLUS STAFF USE ONLY</b>  ITEM PICKED UP ON: ____/____/____  BY _____ TAG REMOVED ____ YES ____ NO
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<sup>1</sup> UVM Asset Tag number is often a six-digit numerical value. On occasion, the tag may start with “A” followed by five numbers.  
**Form Updated: January 2024**