



The University of Vermont

UVM Surplus Equipment Disposal Form

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

***INSTRUCTIONS:** (1) Enter an on-line Service Request for surplus pickup through the [FAMIS Self Service](#) system. Make note of the "SR Number" generated by FAMIS. (2) Complete this form by typing in fields below. (3) Print 2 copies from browser & obtain necessary signatures. (4) Attach one signed copy to the item/equipment, and email the other signed copy to recycle@uvm.edu or send via campus mail to: **UVM Recycling, 018 Mercy Hall.**

FAMIS Service Request Number: SR _____ **Submittal Date:** _____

Person Requesting Disposal: _____ Phone: _____

Department Name: _____ E-Mail: _____

Description of Item: _____

Manufacturer Name/Model # _____ Unknown _____

UVM Asset Tag #: **A** _____ 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>
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 RISK MGT & SAFETY STAFF USE ONLY	FOR UVM SURPLUS STAFF USE ONLY
ITEM INSPECTED ON: ____/____/____	ITEM PICKED UP ON: ____/____/____
BY _____	BY _____ TAG REMOVED ___ YES ___ NO