SURPLUS FORM (NON CPU/HARD DRIVE) Please type or print clearly and MAIL COMPLETED FORM TO PURCHASING DEPT 4104 Warehouse Control Number Warehouse Work Order Number Instructions: (Refer to Fiscal Policy No. FI0605 1. List all tagged and untagged items. (All tagged items must be listed Date ____ individually.) Contact Name 2. Using the check list on page 2, place a check mark in the HAZMAT column for any item which contains or may contain hazardous materials. Contact number 3. This form must be signed by warehouse personnel when they take E-mail Address possession of the items. (If multiple forms are used, each form must be signed. Department 4. Retain a copy of the approved form. (Do not forward a copy to the Location of Controller's Office.) surplus items 5. Verify Items are removed from Annual Equipment Inventory and hold form Account Number on file for 6 years. **APPROVALS Current Custodial Department** Signature_____ Signature_____ Print Warehouse **FOR WAREHOUSE USE** Description Serial Number UT Tag # Hazmat (Disposal Information and Documentation)

MAIL COMPLETED FORM TO PURCHASING - DEPT 4104

Rev 1 Feb 14

Surplus Property Hazardous Materials Assessment.	
Indicate by check mark all classifications of hazardous materials this surplus property may contain.	
Does	the item you wish to surplus fall into any of the following categories?
Yes	
	Power sources such as fuel cells or batteries.
	Measuring devices which contain a liquid such as thermometers or blood pressure cuffs.
	Any device which contained compress gas such as storage cylinders or shock absorbers.
	Computers, televisions and other electronic equipment which may contain charged power supplies.
	Partial container of any cleaning products, solvents, paints, oils, or lubricants.
	Any container which contains medical supplies including syringes, bandages, drugs, or other material new or used.
	Any refrigeration or air conditioning equipment.
	Repair kits which may contain adhesives or solvents.
	Storage containers for flammable or combustible liquids
	Non ionizing radiation sources such as lasers or laser levels.
	Ionizing radiation sources such as X-ray equipment, level gauges, or other measuring equipment.
	Equipment powered by internal combustion engines including lawn care equipment
	Any equipment or item which may contain mercury including, Electrical switches and relays, Thermostats, mercury-containing switches, mercury-added novelties. (Examples include greeting cards that play music when opened; and mercury maze games.)
	Florescent light bulbs of any description or industrial light bulbs of any description (mercury vapor, sodium vapor etc.)
	Any container or item which contains or was used to contain toxins or poisons.
	Any device or item which you believe my contain or may have contained hazardous materials of any description including explosives compressed gases, flammable liquids or solids, oxidizers, poisons, radioactive materials, corrosives or other dangerous products.
Please	e explain any other hazard you think may be present with the material you wish to surplus.