



Surplus Procedure Guidelines

Departments wishing to transfer equipment must follow the procedures and guidelines implemented by Environmental Health & Safety and Capital Assets Management. In an effort to protect UTHSC-H employees, the environment, and public buyers of UTHSC-H surplus equipment, the Environmental Protection Program (EPP) has developed a Comprehensive Asset Tracking and Environmental Release (CATER) program to inspect certain pieces of equipment before transfer to the surplus warehouse. This equipment includes items from research laboratories and clinics that contain hazardous materials or may have come into contact with hazardous materials.

Surplus transfer request for all equipment can be made filling out the online form located at the following link:

[Online Surplus Transfer of Equipment Form](#)

Note: Be sure to fill out the required fields including your UTHSC-H email address before clicking the submit button. Once the form is submitted, you will receive an email confirmation and a printable version of the completed Surplus Transfer Request Form. If you wish to print the form, please set your printer to landscape to print the entire page.

Prior to relocation, the department transferring equipment must ensure the equipment has been properly decontaminated, cleaned, or drained of water. After receiving the **Online Surplus Transfer of Equipment Form**, Environmental Health & Safety personnel will travel to the location within three business days to inspect potentially hazardous items that are to be relocated to surplus. The inspections are confirmatory surveys to ensure the equipment has been sufficiently decontaminated. Upon completion, any warning labels will be removed and the person conducting the survey will affix a green CATER tag with the date inspected and his/her initials to the piece of equipment near the UT Tag or serial number. In addition, equipment such as centrifuges and refrigerators will be sealed with an appropriate label to prevent reuse before transfer to surplus. Surplus Transfer forms that only include non-hazardous items, such as office equipment will be forwarded immediately to Capital Assets Management.

Once Environmental Health & Safety personnel have inspected the equipment, a copy of the transfer of equipment from will be forwarded to Capital Assets Management electronically by EPP personnel. Capital Assets Management will then be responsible for scheduling and moving the equipment to the surplus warehouse.

Note: Please do not store equipment awaiting surplus transfer in hallways or egress corridors.