‭Equipment Disposal Checklist‬

‭January 2024‬

‭The official Boston College Capital Equipment Policy can be found‬ ‭here‬, and uses the following‬

‭definition, “Equipment is an asset of the University that should be safeguarded and used for‬

‭University programs and purposes.”‬

‭The Research Operations Team has compiled the information below to facilitate the process of‬

‭capital equipment disposal from research labs. If you have any questions please email‬

‭ResearchOps@bc.edu‬

‭1.‬ ‭Export Controls: If the equipment being disposed of has Export Control designations‬

‭under EAR or ITAR, or if this is unclear in any way, please reach out to‬

‭exportcontrol@bc.edu‬

‭2.‬ ‭EH&S: If the equipment being disposed of could result in any potential risk of‬

‭contamination or other health and safety considerations please fill out the‬

‭Decontaminating Procedure of Capital Equipment‬ ‭form‬ ‭and contact‬ ‭lab-safety@bc.edu‬

‭3.‬ ‭As per the Boston College Capital Equipment Policy, The Office of the Controller, Capital‬

‭Asset Administration must be notified of plans for the disposal of a Capital Asset before‬

‭its final disposition via email to‬ ‭plantfnd@bc.edu‬

‭The notification must include:‬

‭1) the bar code number‬

‭2) description, model and or serial number‬

‭3) department, location and owner‬

‭4) reason for the disposal‬

‭5) the recommended method for removal from the university (sale, transfer,‬

‭donation or trash)‬

‭4.‬ ‭If the equipment was purchased from a federal award, please re and safetd ta f蠍ash) ‬

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