1. Department:
   - Identify items to move to surplus property

2. Property Management:
   - Receive Surplus Property Transfer Request Form and Surplus Transfer Property List and Laboratory Equipment Safety Clearance Form
   - Equipment requires EHS review?
     - Yes: Prepare Laboratory Equipment Safety Clearance Form for each piece of equipment
       - Forms complete?
         - Yes: Request work order for Moving Services (3 working days)
         - No: Submit forms to Property Management by email
   - No: Prepare Surplus Property Transfer Request Form and Surplus Transfer Property List
     - Supply forms to Property Management by email

3. Facilities Management:
   - Review Work Order and Transfer Forms
   - EHS review required?
     - Yes: Receive EHS Notification
       - No: Notify Facilities Management (cc Property Mgmt)
     - Yes: Notify Facilities Management (cc Property Mgmt)
   - Surplus okay?
     - Yes: Work with department on alternate disposal method.
     - No: Review Assets by Department report in PS Finance

4. Environmental Health & Safety:
   - Contact department, review items and determine disposition (4 weeks)
     - Yes: Receive EHS Notification
     - No: No action required

5. Notification:
   - Personnel on site for pick up
   - Notify Department of pick up time
   - Notify Property Management of pick up time
   - Verify delivery, update inventory records
   - Pick up items and deliver to Surplus Warehouse
   - Provide requesting department with: 1) copy of original request; and 2) updated inventory report. (1 week)