MEMORANDUM

TO: TAMU Surplus Property Office
1130 TAMU

SUBJECT: Disposal of Surplus Property

Item: ___________________________________________
I.D. Number: ____________________________ User: ____________________________
TAMU Department: ____________________________ Room: ____________________________
Building: __________ Room: __________ Telephone: __________ E-Mail Address: __________

Prior Use: (Hazardous Materials or Agents) ____________________________
________________________________________________
________________________________________________

Cleaning / Decontamination Procedure: ____________________________
________________________________________________
________________________________________________

Information Provided By: ____________________________

Comments: __________________________________________________________
________________________________________________
________________________________________________

Approved For Disposal: ____________________________ Date: __________

Name (Printed): ____________________________ Title: ____________________________

NOTE: EHS must visually inspect equipment before approval to surplus the item will be given. Contact EHS at the number below to schedule an inspection. Please have the rest of this form filled out prior to the inspection.

Environmental Health & Safety
Industrial Hygiene and Chemical Safety Group
(979) 845-2132