

## Equipment Disposal Checklist

August 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](mailto: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](mailto:exportcontrol@bc.edu)
2. EH&S: All scientific equipment must be cleared by EH&S before disposal. Please contact [lab-safety@bc.edu](mailto:lab-safety@bc.edu), and if needed fill out the [Decontaminating Procedure of Capital Equipment](#)
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](mailto: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 reach out to [osp@bc.edu](mailto:osp@bc.edu) to make sure there are no actions required with the funder.
  5. Please make sure that your department chair has been notified prior to disposing of any research equipment.
  6. If the equipment contains oil or coolant, this will need to be drained before the item can be removed. This can be requested through a [Work Order](#) submission to Facilities.
  7. Once the above has been completed, a [Work Order](#) will need to be submitted to have the item removed by BC Grounds. Please note you will need to show documentation of the above, as appropriate, and provide a location, description, and photos of the item before it can be removed.

**PLEASE DO NOT BRING EQUIPMENT MEANT FOR DISPOSAL TO THE LOADING DOCK**