

Disposal of Equipment, Furniture, Computers, etc.

All items purchased by Duke laboratories must be carefully tracked and accounted for. This applies to the disposal of any surplus and nonfunctional items from your lab. Before disposing of anything, you should first:

- Consult your departmental business office.
- Read the appropriate [Duke Accounting Procedure](#).
- Read the disposal [FAQs](#) on the Duke Procurement website.

To dispose of laboratory property including equipment of any size, computers, monitors or furniture that is no longer needed by your lab or is broken or nonfunctional:

- Only registered users have access to this site. Speak to your departmental business office to find out who in your department is registered or to have yourself added to the list of authorized users for your department.
- Each item must be individually entered into the online asset disposal tool (Look for the “Surplus Property Pickup Request” icon) found on the main Duke Procurement website at www.procurement.duke.edu.
- A guide to using the asset disposal tool can also be found [here](#).
- Make your disposal request as far in advance as possible. It will be one-two weeks from the time you send in the pickup request until the items are picked up.
- In general, there is no cost for pickup of items unless you want them picked up quickly.

The following information will be needed to complete each disposal request:

- Type/description of each item
- Quantity and condition of the item
- Duke Asset Tag number (will be found on any item that originally cost over \$5000 to purchase or \$500 if the item is very old). **Don't remove this tag prior to pick up.**
- Model and serial number of equipment if there is no Duke asset tag
- Pick up location
- Your name and contact information if you are not the registered user filling out the request

Disposal of the following items require additional steps that should be completed before making the online pickup request:

- **Computers/Monitors/Servers**
 - Contact your departmental business office or information security officer to verify that all necessary steps to ensure and document security compliance have been taken.
 - The model and serial number of each item must be entered into the disposal tool form.
- **Equipment Containing Radioactive Material Such As Scintillation Counters**

- This includes equipment that contains hazardous materials related to its function such as refrigerants, mercury, batteries, etc.
- This equipment can be identified by the yellow radioactive material sticker.
- Contact Environmental Programs staff at (919) 684-2794 to have the radioactive source removed prior to disposal.
- **Equipment That Could Be Contaminated With Either Chemical or Biological Agents**
 - Laboratory equipment that could potentially be contaminated include refrigerators, freezers, centrifuges, incubators, chemical fume hoods and biological safety cabinets.
 - It is the responsibility of the equipment owner to remove all known hazardous materials and to decontaminate the equipment if needed prior to disposal. Also, all hazard warning labels and stickers must be removed prior to disposal.
 - After decontamination and prior to disposal, fill out the Duke University Laboratory Equipment Statement of Hazard [Assessment Form](#) found under the forms list of the [Duke OESO website](#). Attach the completed form to the equipment.

Equipment Trade-Ins

Some vendors will provide a discount when the trade-in of an old piece of equipment is included with the purchase of new equipment. To trade in a piece of equipment, follow these steps:

- Inform your departmental business office.
- Read the trade-in information portion of the relevant [Duke accounting procedure](#) and the equipment [disposal FAQs](#) on the [main procurement website](#).
- All trade-ins should be documented on the Purchase Requisition for the new equipment. Include the asset tag number and description of the item traded in along with the value of the discount as a separate line item.
- The transaction should also be documented in the on-line Asset Disposition Tool described above.