PROPERTY CONTROL
CANNIBALIZATION REQUEST

If is non media storage / computer equipment, please proceed to Section B.

SECTION A

In accordance with Media Sanitation and Data Stewardship Policies, (http://policies.fiu.edu/), the University requires that all media storage devices be sanitized prior to being surplused, donated, transferred or discarded. All media storage devices require a MSCID number be assigned for proof of sanitation compliance.
To obtain a MSCID number, please submit your request to: dkitrell@fiu.edu

Sanitized By: _____ Date: _____

SECTION B

TO: Property Control Department

FROM: _____ _____
NAME PHONE EXTENSION

_____ _____
DEPARTMENT / PROJECT NAME DEPARTMENT/ PROJECT NUMBER

_____ _____
ACCOUNTABLE OFFICER SIGNATURE

DATE: _____

SUBJECT: REQUEST TO CANNIBALIZE UNIVERSITY PROPERTY
As accountable officer for property assigned to this unit, I hereby request permission to cannibalize the following property, which is described on the inventory as follows:

FIU Tag No. *	Description	Condition	Serial Number	Location	MSCID#

*FIU tag should be removed form property and sent with this request.

Justification for Cannibalization _____

Prior approval from Risk Management & Environmental Health & Safety Department (EH&S) is required if the equipment contains any material which is regulated or that could be of health concern. Please contact (305) 348-2621 for EH&S related questions. Please review the Laboratory Relocation Guide (http://www.fiu.edu/~ehs/bio_chemical_safety/Lab_Relocation_Procedure.pdf).

Please check the appropriate Yes or No box. Does the equipment contain any of the following*?

Radioactive materials	☐ Yes	☐ No
Laser devices (Class 3B or 4)	☐ Yes	☐ No
Hazardous chemicals	☐ Yes	☐ No
Biohazardous materials (all types)	☐ Yes	☐ No
Controlled substances	☐ Yes	☐ No

* If the answer is "Yes", please attach EH&S Clearance Form

A Report of Survey Form needs to be attached for approval of Cannibalization

DO NOT WRITE BELOW THIS LINE

Property Control Approval Signature

_____ _____ Date _____
Print Name Signature

10/31/2007