

Property Control

Phone: (305) 348-2167

Fax: (305) 348-2775

- Requests for Transfer of equipment to a new location
- Request for Transfer from one Department/Project number to another

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 surplus, 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

Originating Department / Project Name: _____

Department/Project ID: From: _____ To: _____

Contact Person: _____

Phone: _____

Description	FIU Tag #	Originating Location	Destination	MSCID#

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 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Laser devices (Class 3B or 4) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hazardous chemicals | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Biohazardous materials (all types) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Controlled substances | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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

AUTHORIZATION SIGNATURES

Date _____

Originating Department / Project Print and Sign

Receiving Department/Project Print and Sign