

## How to submit a Surplus Sales Transfer Request (STR)

Please email all of the following information to [surplus@biology.ucsd.edu](mailto:surplus@biology.ucsd.edu).

### Information on the contact person for pickup:

Name

Email address

Telephone number

Days/hours of the week when available for pickup

Building and Room where items can be picked up

Project number

Task number

### Information on item(s) to be picked up:

Quantity

Description of item(s)

Manufacturer

Model

Serial number

UCID number (if applicable)

Condition of item(s) (e.g. broken, still working)

Estimate of dimension of item(s) (e.g. length x width x height, weight)

Has the item been green tagged?\*

For more than 5 items, please send an Excel sheet with the information.

Please attach a photo of each item.

Ensure computer hard drives and data storage media that contain sensitive data have been cleansed. Affix verification labels ([https://blink.ucsd.edu/\\_files/technology-tab/security/CleanDiskLabel.pdf](https://blink.ucsd.edu/_files/technology-tab/security/CleanDiskLabel.pdf)) to the items before removal by Surplus Sales. If you need help with this, please contact our IT team at [help@biology.ucsd.edu](mailto:help@biology.ucsd.edu).

\*Equipment that may have come into contact with hazardous materials must be certified contamination-free (green tagged) before you send it to Surplus Sales. Please contact the School of Biological Sciences Safety Office or Environmental Health and Safety for assistance with green tagging.

Thank you!