Equipment for Clearance

This chart is an aid for anyone removing equipment from a laboratory building.

CAPITAL ASSET

Make sure equipment is ready!
Equipment is clean and in an area that can be accessed by EHS and Resource Recovery

Have a knowledgeable person or user complete the Clearance Request Form in ServiceNow for EHS

EHS clears the equipment, labels it, and approves it in the ServiceNow Portal

Enter in Prime/AMDisposal worklist and note in the comments field “Cleared by EHS”

EHS will approve it in the Asset Disposal list through Prime

Final Disposition

Off the List

Note: If a capital asset is entered into Prime / AMDisposal worklist for EHS disposal approval and the equipment is no longer physically on campus, please state this in the comments.

NON-CAPITAL ASSET

Make sure equipment is ready!
Equipment is clean and in an area that can be accessed by EHS and Resource Recovery

Have a knowledgeable person or user complete the Clearance Request Form in ServiceNow for EHS

EHS clears the equipment, labels it, and approves it in the ServiceNow Portal

Enter in the Prime/AMDisposal worklist and note in the comments field “No Lab Use”

EHS will approve it in the Asset Disposal list through Prime

Final Disposition

Off the List

Examples: computers, electronics printers, monitors, etc.

How to Submit