

Storage/Disposal Request Form

To facilitate the processing of your request, completely fill out this pdf form and save it and send it as an attachment to Dr. Kendal Hirschi via e-mail at kendalh@bcm.edu. If the question is not applicable to your request, please indicate as “NA”. Incomplete request will be returned without consideration.

Date:	
Name of person making the request:	
If you are not a faculty, Supervisor:	
Equipment or material to be stored:	
Equipment information:	
Name of equipment:	
Manufacturer:	
BCM or CNRC tag number:	
Location of equipment:	
Estimated original cost of equipment:	
Estimated cost of replacement:	
Primary use of the equipment:	
Operational status of the equipment:	
If not functional, describe the defects:	
Rational for not making the repair:	
Exposed to blood products or other hazardous materials¹: Yes No	
Reason for storage:	
Estimated duration of storage:	

Committee’s recommendation: (Please put a “✓ “ mark underneath your name)

	Bacha	Moran	Shen	Wu	Xu	Ogden	Hirschi	Bier
Approve								
Disapprove								

¹Equipment that has been exposed to blood products must be cleaned with 70% bleach solution and/or alcohol. Any radioactive materials or sources associated with the equipment must be properly removed before storage or disposal. You will be responsible for the costs associated with the decontamination process. After you have properly decontaminated the equipment, you must obtain safety clearance from the Office Environmental Safety (713-798-4799) before submitting a work request to Jackie Walker at jwalker@bcm.edu. Baylor would not remove any equipment from our laboratories without clearance by the safety office.

EQUIPMENT MOVE PROCEDURES

CNRC Building Services will not coordinate moves of equipment without a written WORK REQUEST. Certain requests may be of the magnitude to involve coordinating the scheduling of the Physical Plant movers. CNRC mechanics may need to be scheduled to assist with door removals or other move issues.

1. Work request should be submitted with complete equipment information including BAYLOR ID#, the item description, Model #, and Serial #.
2. All work requests need to be reviewed by the Space and Equipment Committee using the Equipment Request Form and approved by the CNRC Director, Dr. Bier. They will be assigned a priority status due to possible overtime charges.
3. Copy of the Space and Equipment Committee's and Dr. Bier's approval for move / change of responsible user should be submitted to Building Services.
4. All equipment to be moved must be decontaminated according to Office of Environmental Safety (OES) standards and have a safety clearance tag from the OES through their on-line safety clearance form.
https://intranet.bcm.edu/index.cfm?tmp=research/enviro_safety/forms/form_taggedequip
5. Equipment will not be moved until the OES safety clearance tag is obtained.
6. Once safety clearance has been obtained, physical plant movers will be scheduled.

PROCEDURE FOR EQUIPMENT MOVES TO STORAGE

1. Complete a Storage Request Form and submit it to the Space and Equipment Committee to secure Dr. Bier's approval for move to storage.
2. Equipment must be safety checked and tag cleared by OES.
3. Please submit a work request with complete equipment information including BAYLOR ID#, the item description, model #, serial #.
4. Please label all equipment to be moved as follows:
 - (a) PI name and phone number
 - (b) Baylor ID#/ Item description/ model#/ manufacturer/ serial #
 - (c) Identify if the equipment is in working condition.
 - (d) Date of last use.
5. If equipment is not operating correctly state the problem or that it is being retained for critical parts.

PROCEDURE FOR DOCUMENT STORAGE

1. Standard size storage boxes are available for your documents upon request.
2. Documents boxes need to be labeled on the exterior with the date, name of PI, and contents.
3. Submit a work request to have the boxes moved to storage or offsite to Iron Mountain.
4. Please note that Iron Mountain charges a fee for the storage.
5. Documents from the past five years will be stored in the CNRC archive room.
6. Documents five to 25 years will be stored offsite at Iron Mountain.
7. Documents older than 25 years will be returned to the PI for removal or disposal.