

## Transfer of Equipment Title Procedure (if title can be transferred\*)

- 1) Obtain written approval from Department Chair and the Dean of Biological Sciences, Ed Hawrot, to transfer equipment purchased by the University with gift, grant, contract, restricted, or general fund money.
- 2) Request should include a list of items to be transferred indicating the Brown University asset tag number, item description, date of purchase, sponsor, grant number, account number, acquisition cost, and current condition.
- 3) Complete the "Release, Waiver and Indemnity for Transfer of Title to Personality" form for any disposition involving transfer to another institution. [http://www.brown.edu/about/administration/policies/sites/brown.edu.about.administration.polices/files/policy/forms/ReleaseWaiverTransferForm\\_0.pdf](http://www.brown.edu/about/administration/policies/sites/brown.edu.about.administration.polices/files/policy/forms/ReleaseWaiverTransferForm_0.pdf)  
*Required for transfer of title for Brown-owned property to another organization*
- 4) Dean Hawrot approves/refuses transfer with any provisos with a copy to Bio Med Research Administration (BMRA).
- 5) BMRA requests OSP review transfer and Purchasing approval (Director of Purchasing). A copy of request is sent to Bio Med Support Services (BMSS). Attach Hawrot approval and copy of equipment list to request.
- 6) University permission/refusal is sent to BMRA and forwarded to BMSS. BMSS writes to receiving institution to accept transfer of equipment.
- 7) A representative at the business office of the receiving institution must certify in writing that the institution is willing to accept responsibility for the property to be transferred and any associated shipping costs.
- 8) Once new institution accepts the equipment and financial responsibility the equipment can be transferred.

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 Environmental Health & Safety is committed to helping ensure that the University has met all environmental and safety requirements prior to the final disposition of surplus equipment. Department representatives must be available to help perform hazard assessments, particularly in research areas.

- Assess environmental and safety conditions for property
- Conduct visual inspection of the property with department representative
- Determine what action should be taken and by whom
- Provide assistance as requested by department or Facilities Management.

### Description of Environmental Hazards Assessment:

Hazard	Responsible Party	Other Info
Asbestos	Facilities Management/EHS	Special arrangements must be made
Freon/CFCs	Facilities Management	EHS submit S.O. to Facilities
CRT	Facilities Management	Includes oscilloscopes, TVs, monitors*
Contamination	Department to decontaminate	Contact EHS for assistance
Fume Hoods	Department / EHS / Facilities	Decontaminate, remove asbestos
Batteries	EHS	Lead acid, ni-cad, NiMH, Li-ion
Mercury	EHS	Includes switches, barometers
Lasers	EHS	Action depends on Class of Laser
Oils	EHS for research / FM for other	
Radioactive Materials	EHS Radiation Safety Officer	
Biological Materials	EHS Biosafety Officer	
Lead	EHS	

**\*Exempt property:** tangible personal property that include, but are not limited to, computer and related equipment, furniture and related items, general and scientific equipment, and supplies acquired in whole or in part with Federal funds, where the Federal awarding agency has statutory authority to vest title in the recipient without further obligation to the Federal Government. An example of exempt property authority is property acquired under an award to conduct basic or applied research by a non-profit institution of higher education or non-profit organization whose principal purpose is conducting scientific research.