

# Lab equipment transfer and sale: process diagram

Decision taken, in conjunction with the Designated Person that item(s) of lab equipment are no longer required and are suitable for transfer and sale to UniGreenScheme (UGS).

- Contact [UGS](#) regarding sale (cc in sustainability-estates@bristol.ac.uk).
- Subject in email should be 'UGS LAB EQUIPMENT'.
- Include a description and photo of the equipment.



UGS will respond to initial inquiry within two business days, advising if they can accept your equipment for the purpose of sale.

Unigreen cannot accept your item

Advertise for internal reuse

[RE-STORE](#)



Liaise with UGS to organise collection. This will be on a School by School basis\*.

\*Timescales may vary depending on number of items that are due for collection in the area.



Designated Person to ensure responsibilities laid out in [Asset sale and transfer procedure](#) are met.



See UGS [User guide](#) for info on processes after collection.