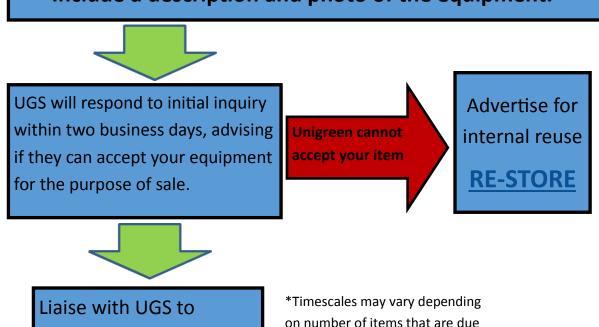
Lab equipment transfer and sale: process diagram

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 sustainabilityestates@bristol.ac.uk).
- Subject in email should be 'UGS LAB EQUIPMENT'.
- Include a description and photo of the equipment.



organise collection. This will be on a School by School basis*.

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 <u>User guide</u> for info on processes after collection.