

| Procedure | UniGreenScheme (UGS) asset transfer and sale procedure |
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UniGreenScheme asset transfer and sale procedure

1.1 Guidance

- The [Asset transfer and sale flow chart](#) provides a process for the sale* of University-owned lab equipment* to UniGreenScheme (UGS).
- Where lab equipment is transferred to UGS for the purposes of a sale, both the recipient (UGS) and seller (University) must complete the [Asset Transfer Note](#).
- Prior to the sale of lab equipment, authorisation must first be sought from the 'Designated Person'*. Upon which they will oversee the sale process, ensuring their responsibilities outlined in Section 1.2 are met.

1.2 Responsibilities of the 'Designated Person'

- Each School has identified a Designated Person (DP) who is responsible for overseeing the transfer of lab equipment to UGS for a potential sale.
- The DP will have approval to sign-off on the sale of School-owned lab equipment, using the School's pre-agreed budget code for this purpose (normally it's a 1000 code).
- Financial ownership must be established prior to sale of lab equipment. For example, the lab equipment might belong to the School or to a research grant holder. If ownership lies with a research grant holder, the DP can sign the Asset Transfer Note on their behalf, in line with any grant conditions. The DP must retain proof of owner consent e.g. in the form of an email.
- To ensure that any funds from sale are re-appropriated back to the agreed-upon income code. Our Procurement team will invoice UGS and funds will be transferred to the owner via Proactis.
- To ensure that any asset tags on the lab equipment have been removed from both the equipment and any other relevant databases. If the equipment has significant value, notify the [Secretary's Office](#) so they can update University insurance.
- To ensure the equipment has been decontaminated in line with University guidelines and the [decontamination form](#) is sent to Sustainability and a copy kept onsite.

- The Asset Transfer Note has been filled in by both the University and UGS, and sent to Sustainability immediately upon lab equipment collection by UGS. The DP must keep records of the Asset Transfer Notes for 7 years in line with University policy.
- To ensure the equipment meets the UGS '[Item Acceptance Criteria](#)'.
- To liaise with UGS to organise the lab equipment collection and follow-up of sale progression.
- To ensure that no data-containing equipment under the Data Protection Act is sold to UGS. Specifically, no sale of IT equipment can occur. Also ensure all confidential paperwork is removed from the equipment.
- To explore and decide upon the route to donation or sale of the lab equipment. For low value items the DP is advised to use RE-STORE if UGS will not accept the lab equipment.
- To ensure that a [Permit to Work \(PTW\)](#) and departmental Risk Assessment is issued prior to the collection.
- To ensure that contractors are signed in, are provided with correct PPE, and accompanied at all times.

1.3 Conditions of transfer and sale

- Equipment for sale must meet UGS's '[Item Acceptance Criteria](#)'.
- Equipment that holds data under the Data Protection Act cannot be sold to UGS and must go through the correct [University channels](#).

1.4 Finance

- VAT will be levied against all sales, so this will be taken into account on your profit return. In some circumstances sales of research equipment may be exempt from VAT; however, advice should be taken from Finance Services before committing to the transfer and sale of an asset with high value.

1.5 Process documentation: documents for DP to retain post sale.

- [Asset Transfer Note](#)
- [Decontamination form](#) (if relevant)
- [Permit to Work](#)
- Risk Assessment Model (RAM)
- Evidence of ownership consent to sale if grant owned (email, Asset Transfer note etc.)

1.6 Associated Documents

[University of Bristol Procedure for the Re-use, Sale and Disposal of Assets](#)

* *Sale: the lab equipment is transferred to UniGreenScheme for re-sale. The amount of profit (if any) to the University of Bristol is not known at the point of transfer and follows UniGreenScheme's [financial rebate conditions](#). If UGS can't sell item after 12 months (or when storage is no longer profitable), the item remains the property of UGS who will dispose it in accordance with relevant legislation. No profits will be returned to the School.*

**Lab Equipment: equipment that is listed under UniGreenScheme's 'Item Acceptance List' in the [User Guide](#).*

**Designated Person (DP): one person within each School who is responsible for overseeing the collection and ongoing sale process of lab equipment by UGS. They will comply with the responsibilities outlined in Section 1.2. The DP should be a Head of School, School Manager or Technical Manager.*

Changes to the procedure

| Version | Reason for Change | Date |
|----------------|---|-------------|
| 1.0 | Update to focus on lab equipment and furniture for UGS. | June 2017 |