NAME AND ADDRESS OF REPORTING AGENCY:	LOCATION OF PROPERTY:
SUNY AT STONY BROOK PROPERTY CONTROL STONY BROOK, NY 11794 T 2-1183 | F 2-8332	Dept: Building: Room No.: Contact Person: Phone No.:

The personal property listed below is no longer required by this agency. For further information about this property contact:

Name: Phone No.:

Dept. Head Signature: Date:

STONY BROOK
STATE UNIVERSITY OF NEW YORK

REPORT OF SURPLUS PERSONAL PROPERTY

Department surplusing equipment should fill out all sections pertaining to equipment.

DISPOSING OF REFRIGERATORS

Assuming refrigerators are being discarded, being broken and/or unusable, prior to contacting the Property Control Department please contact the following departments as it relates to your area, for removal of the Freon in the refrigerator. The physical plant will assist you with a licensed contractor, and the requesting department will be liable for all charges. For more information please contact:

- West Campus Physical Plant: Robert Gallagher; (631) 632-6412
- University Hospital Physical Plant: Frank Lombardi; (631) 444 -7962

ITEM	DESCRIPTION	HAZARD CODE*	NO. OF UNITS	ASSET NO.	SERIAL NO.	CONDITION

NOTE: SHOULD THE DISPOSAL OF THIS EQUIPMENT REQUIRE ANY SPECIAL HANDLING OR EXPEDITING, PLEASE EXPLAIN AND JUSTIFY.

*HAZARD CODE: B=Biological R=Radiation A=Batteries
C=Chemical N/A = Not Applicable

If Hazard Codes A, B, R, or C are used, contact Environmental Health & Safety (2-6410) prior to forwarding form to Property Control.