# HOW TO FILL OUT / PROCESS FORM For Sending Stuff to Salvage

YOUR INFORMATION →

include as much info as possible when DOE # does not exist

## EQUIPMENT MOVEMENT TAG

31162

| | | | |
|---|---|---|---|
| To: SALVAGE | Bldg. 903 | Room: | Ext. |
| From: YOUR NAME | Bldg. LH | Room: | Ext. |

| DOE/SERIAL NO. | DESCRIPTION | REF. NO. |
|---|---|---|
| | Put as much detail as possible | |
| | | |
| | | |
| | | |
| | | |

NEW CUSTODIAN: RECEIPT OF THE ABOVE PROPERTY IS ACKNOWLEDGED FOR ANY SENSITIVE/CONTROLLED ITEM. RESPONSIBILITY IS ACCEPTED FOR THESE ITEMS IN ACCORDANCE WITH LBNL'S SENSITIVE ITEM POLICY.

| Signature | Employee No. | Account No. | Date: |
|---|---|---|---|
| | | | |

**Distribution**
- White - Sender ← Please retain white copy and Forward it to the Property
- Yellow - Transportation Driver
- Blue - Transportation Office
- Pink - CFO Property Services
- Gold - Recipient

**Signature/Date:**

**Transportation Driver - Signature/Date** ← Ensure that you obtain this signature from transport driver

Consignee - Signature/Date

Consignee - Print Name

*NOTE TO SENDER:* **ALL HAZARDOUS MATERIALS/COMPONENTS MUST BE REMOVED FROM ANY ITEM AND PROPERTY DISPOSED OF IN ACCORDANCE WITH PUB 3092, PRIOR TO SHIPMENT TO EXCESS OR SALVAGE.**

7600-59226 (Rev. 7/98)

Coordinator, Marie Butson