

# Courtesy Salvage Pickup Factsheet

## (A Facilities Transportation service)

**Looking for additional lab or bench space? We can help!** The Facilities Transportation Group offers courtesy pickup of items no longer needed in your lab or office.

**To qualify for a courtesy/free pickup, items must be:**

- **Freestanding** (no disassembly or disconnection required)
- **Small enough to move from the space and/or building** (no Facilities crafts support required)
- **Under 250 pounds**
- **Scheduled by you for pickup on a “free” day for your building** (schedule below)
- **Located at an occupied Berkeley Lab facility**
- **Lab property** (i.e., materials used in office, research, or support functions)
- **Cleared of EHS-managed hazards** (EHS can help characterize if you have questions; see EHS link below)

**Excluded items:**

- **Chemicals, radiation sources, or other hazardous waste** (EHS has separate disposal/management programs for such materials. See <http://www.lbl.gov/ehs/>.)
- **Food waste, paper, and/or garbage** (These can be disposed of using regular building disposal bins. If an extra standard disposal bin is needed for a special cleanout, please request one of more from your custodian: <https://commons.lbl.gov/display/fac/Work+Request+Center>.)
- **Construction debris**

**If your item(s) meet the above criteria, a courtesy/free pickup can be requested:**

1. Allow at least 3 business days from submittal of the Pickup Work Order to pickup date.
2. Review the “free pickup” schedule (see below) when preparing the Work Order request. Pickups requested for days other than the “free” days will require your PID to cover the cost of removal and disposal.
3. Request a Transportation Work Order at <https://commons.lbl.gov/display/fac/Work+Request+Center>.
4. A TAF form will be e-mailed to you; attach it to the item(s) to be picked up.

**Questions? Contact Transportation at ext. 5405 or e-mail us at [transportation@lbl.gov](mailto:transportation@lbl.gov).**

Courtesy Pickup Schedule				
Building	Free Pickup Day	WO Needed By	WO Required	TAF Attachment Required
50, 50A, 50B, 50C, 50E, 50F	Tuesday	Prior Thursday	Yes	Yes
62, 62-trailer	Wednesday	Prior Friday	Yes	Yes
66	Wednesday	Prior Friday	Yes	Yes
70, 70A	Thursday	Prior Monday	Yes	Yes
74	Thursday	Prior Monday	Yes	Yes
90, 90-trailer	Wednesday	Prior Friday	Yes	Yes
Any other building, trailer	Free pickup any workday	3-workdays before desired pickup	Yes	Yes

## **Why do some buildings have courtesy/free pickups on specific days?**

This approach balances staff resources across the week at a minimal overhead cost. Experience has shown that this approach allows Facilities Transportation staff to address their obligations within performance expectations while minimizing overtime and supplemental part-time hires.

### **Notes:**

1. All material picked up will be processed through the standard Berkeley Lab materials handling, surplus, and waste management processes, as applicable to each item.
2. All electronic “Universal Waste” is handled via the same process as other salvage items. Please submit a Work Order request, and attach the TAF form to the item.
3. Excess/Salvage at Building 79 will not take any items without a TAF form; therefore Transportation is not permitted to pick up any excess items unless a completed TAF form is attached.

2 10 14