

Ultra-Low-Temperature Freezer Rebate Application

Stanford University Utilities Division FY2010 Program

Eligibility

To be eligible for the ULT Freezer Rebate Program, you must meet the following requirements:

- 1. The old and the new equipment must be installed in a building served by Stanford Utilities electric power. Please see the following link:
http://lbre.stanford.edu/sem/sites/all/lbre-shared/files/docs_public/Utilities_service_map.pdf
Freezers housed in buildings within the pink area qualify.

- 2. New freezers or room temperature storage must be purchased between September 1, 2009 and August 31, 2010.

Terms & Conditions

Rebates are available on a first-come, first-served basis until program funds are exhausted. All applications must be received by August 15, 2010.

New freezer(s) must be a Thermo Scientific Forma 8600 Series single door upright models or use no more than 18 kWh of electricity per day.

Stanford is counting on the electricity savings from freezer retirement to recover the cost of the rebate over five years. Therefore, if you choose to retire a freezer with no replacement you may not purchase additional ULT freezers for your lab until FY15 without refunding a pro-rated amount of the rebate.

Your Contact Information

Name: _____

Phone Number: _____

Email Address: _____

Mail code: _____

Step 1: Take stock of what you've got.

An inventory of freezer contents can help you determine whether you can get rid of a freezer altogether, free up some space for additional samples, or move some samples to room temperature storage (now available for DNA and RNA only, but other products coming soon).

Step 2: Calculate your estimated rebate.

Description	Rebate /unit ¹ (a)	No. of units (b)	Estimated Rebate (a * b)	Final Rebate (for program use only)
Retire a freezer with no replacement	\$5,100			
Replace an old freezer with a new, energy-efficient freezer	\$5,100			
Retire a freezer by converting all samples inside to room temperature storage	\$6,400			
Replace an old freezer with a new energy-efficient freezer <i>and</i> convert one shelf ² of samples to room temperature storage	\$6,300			
Replace an old freezer with a new energy-efficient freezer <i>and</i> convert two shelves ² of samples to room temperature storage	\$7,600			
Total Rebate				

Table 1: Number of samples comprising a "shelf"

Container Type	4 ml tube	2 ml tube	96 well plate	384 well plate
# Samples per Shelf	3,000	4,000	24,000	60,000

Step 2: Order replacement freezer and/or room temperature storage materials (if not replacing old unit, skip directly to Step 3.).

Contact Patricia Moss in Procurement at 723-9000 or pmoss@stanford.edu to determine the best ultra-low freezer that will meet your needs. Remember, only Thermo Scientific Forma 8600 Series single door upright freezers qualify for rebates.

Step 3: Move samples to existing freezers (on or off-site), your new freezer, or room temperature storage.

¹ The rebate is capped at the amount spent for the new equipment. For example, if you are able to buy a replacement freezer for \$5,000, your rebate will be only \$5,000.

² The number of samples comprising a "shelf" varies by container type. Please refer to Table 1 to determine if the samples you intend to convert are sufficient to qualify.

Step 4: Arrange for proper disposal of old freezer.

Freezers must be disposed of properly because they contain freon or other refrigerants that contribute to ozone depletion and global warming if released into the atmosphere. Please follow these steps in order to have your old freezer scrapped.

- 1) Clean it out: Follow instructions for Research Equipment Disposal and Release to Surplus³ at <http://www.stanford.edu/dept/EHS/prod/enviro/waste/frige.html> or contact the Department of Environmental Health and Safety at 723-0448 for assistance.
- 2) Remove it from the Capital Inventory: Contact your Departmental Property Administrator (DPA) for assistance.
- 3) Have it hauled away: Submit a Customer-Funded Work Request, available at https://famis-sunet.stanford.edu/ecfss/fweb.home?p_navid=2 PSSI will come directly to your lab to pick up the unit.

Step 5: Submit Application with Proofs of Purchase and Disposal

Proof of Purchase:

New Freezer(s) (if applicable):

Requisition Number _____

Installed Location: Building name or number _____ Room number _____

Room Temperature Storage Materials (if applicable):

Requisition Number _____

Installed Location: Building name or number _____ Room number _____

Proof of Disposal: Service Request No. SR _____

Old Freezer(s)

Manufacturer/Model #: _____ Size (approx.) _____ ft³

Location: Building name or number _____ Room number _____

³ Lab refrigerators and freezers are not accepted by Surplus Sales; all are scrapped with recyclable materials recovered for re-use.

Step 7: Get money back!

Once we have verified that you meet the eligibility requirements and receive the proofs of disposal and purchase, the Utilities Division will provide the appropriate rebate via Journal Transfer to the account specified below.

PTA: _____

Approver: _____

Send completed application and any questions to rebate@bonair.stanford.edu or fax to 723-3191