

# Scientific Equipment and supply donation guidelines

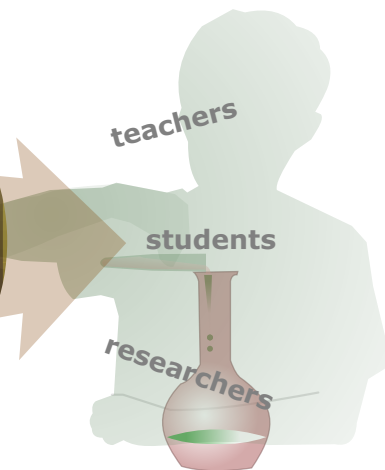


BioLink Depot collects scientific supplies and equipment donated by institutions; sorts and stores them in a large warehouse in Oakland and then distributes them to educators and researchers in a series of open houses.

BioLink Depot is a 11 year-old non-profit. The 501(c)(3), organization is run largely by volunteers, who are dedicated to the promotion of scientific education and research.

Donated scientific equipment & supplies

biotech  
universities  
laboratories  
pharma  
vendors  
research hospitals



## Supplies and equipment that we provide to the community

*Consumables:* Kits for cloning, extraction and purification, electrophoresis, liquid handling (tips, pipettes), un-opened growth media, cuvettes, petri dishes, test-tubes and multi-well plates, microscope slides, flasks, personnel safety gear (lab coats, gloves, safety glasses)

*Small laboratory equipment:* Microcentrifuges, water baths, colorimeters, nanodrop-like devices, PCR and qPCR systems, measuring tools (O<sub>2</sub> meters, thermometers, micrometers), microscopes, weighing balances

*Large laboratory equipment:* Refrigerators, freezers (-20, -80), incubators, biosafety cabinets, centrifuges, autoclaves.

*Lab furniture* such as lab chairs, small benches, chemical cabinets, supply cabinets, storage racks and bins.

Materials that we receive in excess to what we can supply may be discarded, recycled or sold to support operational costs of the Depot.



# Scientific Equipment and supply donation guidelines (continued)

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*We are unable to accept the following donations:*

- Liquid reagents that are not in kits.
- Contaminated or broken equipment or supplies
- Equipment that is no longer working (we do not have the capability to fix gear as yet)
- Toxic or radioactive materials

## **Supply donation process**

1. Donors contact us at [info@biolinkdepot.org](mailto:info@biolinkdepot.org) or fill out the donor form which can be accessed from our web site ([biolinkdepot.org](http://biolinkdepot.org)).
2. Donors provide us a list of supplies as an excel file by email. The list should include:
  1. Vendor part no. or cat. no. ("VWR123456")
  2. Item name ("VWR DriBath")
  3. Item short description (Dry bath for microtubes)
  4. Pack size (items per pack) ("1")
  5. Weight/pack (lbs) ("5")
  6. Total no. of packs ("3")
  7. Estimated value /pack (\$) ("150")
3. BioLink Depot reviews the donation list and will mark items that they are unable to accept.
4. The Donor can arrange to drop-off supplies at the Oakland warehouse (preferred) or BioLink Depot can pick up supplies from the Donor's facility at a mutually agreed date, time and location.
  1. The Depot recommends that equipment-specific software, cables, and other parts be attached to lab equipment or placed inside the equipment so that they are not lost during the transfer process. Example: controller cables, heating blocks, CD-ROMS or dongles.
  2. Computers that are associated with a specific-piece of equipment should be marked as such.
5. During the drop-off or pickup, donated items are checked against the excel list provided by the donor. The final list is signed off by the Donor and by BioLink Depot.
6. The Donor receives a formal receipt from BioLink Depot with total value of donations for accounting and tax purposes.
7. BioLink Depot inventories the received donations, sorts them by categories, performs minor clean-ups and maintenance and then stores them till the next open house.

BioLink Depot appreciates cash donations to cover the cost of transportation, warehouse rent, utilities, volunteer support costs and salaries for staff. The Depot is a 501(c)(3) charitable organization and all donations are tax-deductible.



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