FY18-19 ULT Rebate Instructions

Dear Freezer Owners,

Please follow these instructions for the Replacement ULT Rebate:

1. **Provide** old ULT freezer details:
   a. Old ULT make, model and year
   b. Asset tag ID/Serial number (located on freezer)

2. **Sign** MOU to reserve your rebate, scan and send to LivingGreen@ucsf.edu.

3. **Select** only Energy Star certified ULTs. Compare all models here.

4. **Order** through BearBuy. You can obtain quotes from VWR or through your preferred rep. VWR contact info: Teresa.Laird@vwr.com and Jilan.Knoblauch@vwr.com.

5. **Ship ULT** to “Greg Phillips, 616 Forbes Blvd, UCSF Logistics, South San Francisco, CA 90480”. Logistics disposal and delivery costs are not covered.

6. Contact your Equipment Custodian to complete EIMR form for inventory removal of old ULT. Refer to Logistics-DSM Service for more detail.

7. **Recycle** your old ULT. Contact Gregory.Phillips@ucsf.edu, UCSF Logistics, at Oyster Point. Freezer must be drained, defrosted, and decontaminated before pick up. For more details, see Oyster Point FAQs.

8. **Send** confirmation of Facilities Services seismic strapping of new freezer to receive rebate of $1000 to LivingGreen@ucsf.edu.

**Provide** the following documentation to receive your rebate:

1. Signed MOU to reserve rebate
2. Payment confirmation (PO number and invoice) for new freezer for $4000
3. Documentation of bracing and recycle/disposal for $1000

**Once we receive documents, you will receive your instant rebate to your COA/Speedtype.**

Please let me know if you have questions. Thank you for your support of this program.

Warm Regards,

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