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**INTEROFFICE MEMORANDUM**

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**TO:** ROGER KIRBY, WPCP PLANT DIRECTOR  
**FROM:** PATTI FULLER-BLOECHL, CHEMIST  
**SUBJECT:** LABORATORY SURPLUS EQUIPMENT  
**DATE:** OCTOBER 3, 2011

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**SURPLUS BALANCES**

The Muscatine WPCP has two surplus balances in storage. These balances were taken out of service in 2007 when they were scheduled for replacement since they were 13 years old. The plant has kept them in storage all of this time. It is the lab staff's understanding that the Muscatine Community College is in need of balances for their new laboratory facility. The lab would like to donate these balances until they are able to obtain a newer balance for the students in their laboratory.

The balances are a Mettler AE160 and a Mettler AG104. Both balances are over 10 years old and have a total estimated value of \$500. The Balances were replaced due to age and the extensive use that the laboratory places on the balances.