

Surplus Property

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

POLICY

University-owned property that is no longer needed may still have value to the University. The University's redistribution and disposal department, Surplus Stores, is responsible for redistributing, reselling, or recycling such items.

Surplus Stores is the only WSU department authorized to sell University-owned surplus property to non-WSU entities or to dispose of University property.

Restrictions on Transfer to an Individual and Private Use

Departments are reminded that University property may not be transferred to an individual, except when sold through public sales at Surplus Stores. Likewise, University property may not be used for private purposes (see *BPPM 20.50*).

Definition of University Property

For purposes of this policy, University property includes all items (equipment, supplies, and other materials) acquired by University departments, regardless of the source of funds, size, or quantity.

EXCEPTION: For purposes of this policy, University property does not include real estate property (also referred to as real property).

Disposal Process

Departments are to observe the following disposal process for University property:

- The department initially evaluates the item for potential use within the department, determining whether the item is repairable or can be used by another departmental unit or staff member.
- If no internal use is found, the department considers selling, trading, or transferring the item to another University department (see *BPPM 20.80*).
- The department sends items to Surplus Stores that are not used internally or transferred directly to another department. Surplus Stores sells such items to other departments, agencies, or the public, or disposes of the items.

Surplus Property

Property Categories

University property is divided into the following categories:

- Capital assets accounted for in Workday
- Department inventory accounted for in Workday
- Items that are not inventoried

See the definitions in *BPPM 20.50*. Departments must route all categories of University property to Surplus Stores for disposal.

It is the department's responsibility to determine if property items are managed in the University inventory or departmental inventory (see *BPPM 20.50*).

NOTE: Some University inventory or departmental inventory items do not have inventory number tags or stickers. (See subsection *When Tags Cannot be Used in BPPM 20.50*.)

Capital Asset (Tagged) Items

Capital asset inventory includes the following:

- Items with an initial cost of \$5000 or more which have a useful life expectancy of over one year.
- Small and attractive items, such as laptops and weapons.
- Licensed vehicles and trailers (see *BPPM 70.40*).

See also *BPPM 20.50*.

Capital asset inventory items are to be entered in the Company Asset Book Workday system. See the Workday Register Assets reference guide regarding instructions for entering and viewing University-inventory items.

See *BPPM 85.33* regarding obtaining access to the Workday system.

Departmental Inventory (Possibly Tagged) Items

For surplus property purposes, the departmental inventory category includes items with an initial cost less than \$5000, which are listed in Workday with the asset type **Departmental Inventory**. (See *BPPM 20.50* and the Workday Register Assets reference guide.)

Non-inventory Items

For surplus property purposes, the non-inventory category includes items with and without inventory stickers with initial purchase cost less than \$5000 and not listed in Workday.

Surplus Property

Items With No Resale Value Some equipment or materials may have no resale value. Surplus Stores sends such items, if recyclable, to WSU Recycling. The decision to recycle University property is made exclusively by Surplus Stores personnel.

Assistance For assistance with determining whether or not an item has resale value or is considered surplus, contact Surplus Stores at 509-335-3089 or send an email to surplus@wsu.edu.

Additional guidelines regarding disposal of surplus items are available from the Surplus Stores website at:

surplus.wsu.edu/disposal-of-surplus/

SPECIFIC ITEM OR TRANSACTION REQUIREMENTS

Digital Media It is the department's responsibility to be aware of the University's confidential data security policies and procedures. See *BPPM 90.01* and Executive Policy *EP8*.

Prior to disposing of computers, data storage devices, or computer media, all software and data files must be electronically or physically destroyed. Any electronic destruction method must include at least a three-pass binary overwrite or physical destruction of the storage device.

NOTE: Simply reformatting the hard drive or physically removing the hard drive is not considered adequate.

Surplus Stores provides a wipe (i.e., three-pass binary overwrite) or destruction service for surplus hard drives at no charge. Surplus Stores wipes all or destroys all hard drives.

The owning department may electronically wipe the software and data files on the storage device prior to sending the item to Surplus Stores.

Shredding Portable Digital Media

Waste Management provides shredding services for portable digital media such as CDs and floppy disks. For more information,

Surplus Property

Digital Media Surplus at
WSU Vancouver

To dispose of all digital media devices, e.g., storage, computers, WSU Vancouver departments submit an e-mail request for pickup to WSUV Facilities Services Surplus at:

van.plant@wsu.edu

See also [WSU Vancouver Department Procedures](#).

Potentially Contaminated or Hazardous Items

Departments complete and attach an Item Evaluation form to each surplus item suspected of being potentially contaminated or containing a potentially hazardous component. See *BPPM 20.77* for the evaluation form and instructions. See *BPPM 20.77* – Appendix 1 for examples of equipment requiring Item Evaluation.

Local, state, and federal laws prohibit many items from being disposed of in the landfill waste stream. Departments must transfer potentially contaminated or hazardous items to Surplus using the applicable surplus disposal request (see [Surplus Disposal Request](#)) and accompanied by an Item Evaluation form (see *BPPM 20.77*).

Definitions and Examples

Hazardous contamination may be biological, chemical, or radiological in nature. For definitions, see *BPPM 20.77* – Appendix 2: Biohazard Contamination, Appendix 3: Chemical Contamination, and Appendix 4: Radioactive Materials Contamination, respectively.

Hazardous components include, but are not limited to, such items as asbestos-containing materials, batteries, compressed gases, mercury-containing devices, polychlorinated biphenyls, radiation machines and sources, sharp edges, and loose drawers. See *BPPM 20.77* – Appendix 5 through 5H for definitions.

For further guidelines regarding potentially hazardous items such as refrigeration equipment and electronics, see the Surplus Stores website at:

surplus.wsu.edu/disposal-of-surplus/

Radioactive Materials or
Radiation Sources

A University department, regardless of campus location, must receive prior approval from the Radiation Safety Office (RSO) in order to remove, deactivate, and/or surplus any item used for radioactive work or labeled as a source of ionizing radiation. Contact the RSO; telephone 509-335-8916; or see the RSO website at:

rso.wsu.edu

Surplus Property

Radioactive Materials or Radiation Sources (cont.)

Before transferring equipment that has contained or may have been contaminated with radioactive materials or contains a sealed source or x-ray tube, the department contacts the RSO. The RSO performs a property release survey prior to the transfer to Surplus Stores. See *BPPM 20.77* – Appendix 4: Radioactive Materials Contamination and *SPPM 9.60* for procedures.

After receiving approval from the Radiation Safety Office (RSO), the department completes the forms indicated in *SPPM 9.60*. (NOTE: Only RSO personnel may remove radioactive materials labels or stickers.)

Federal Excess Property

Before routing federal excess property items to Surplus Stores, the department does the following:

- Obtains approval from Sponsored Program Services and the responsible federal agency.
- Removes all federal government inventory stickers.
- Provides copies of the approved AD-112 forms to Surplus Stores personnel at the time of the pickup or drop off.

See *BPPM 20.78* for further information regarding federal excess property.

Transfer of Equipment Between WSU Departments

One WSU department may transfer and/or sell equipment to another (see *BPPM 20.80*).

Transfer of Equipment to Other Universities

Surplus Stores processes the transfer/sale of University-owned property to other universities at fair market value. Such transfers may accompany a project or project transfer. Such transfers are to be in conformance with *BPPM 40.16*.

Trade-Ins

The department obtains prior approval from Surplus Stores before using an item to complete a trade-in. Surplus Stores may be able to sell the item for more than the negotiated trade-in amount (see *BPPM 70.12*).

Damaged or Scrap Items

Departments transfer obsolete or damaged items to Surplus Stores where the items are usually sold as scrap or recycled.

NOTE: The department must obtain the prior approval of Surplus Stores before scrapping or cannibalizing a movable equipment item at a departmental site. Departments must request a

Surplus Property

Damaged or Scrap (cont.)

Destruction Form from Surplus Stores. See the Workday Transfer Asset reference guide.

Donations

Donations to qualified shelters or rehabilitative workshops are permitted *only* when *all* of the following criteria are met:

- Surplus Stores has made reasonable efforts to determine if any state agency has a requirement for such property and no such agency has been identified. Such determination is to follow sufficient notice to all state agencies to allow adequate time for them to make their needs known.
- Items cannot be sold for a reasonable price.
- The nature and quantity of the property in question is directly germane to the needs of the nonprofit organization and the nonprofit organization agrees to use the property for such needs and purposes.
- Items would have a higher overhead cost to process as surplus than the sale value.
- The Assistant Vice President of Facilities Services determines that the donation of such property is in the best interest of the University.

SURPLUS DISPOSAL REQUEST

To submit surplus disposal requests and transfer surplus items to WSU Pullman, refer to the following procedures.

All WSU Departments

A WSU department completes an online Surplus Disposal Request (SDR) to request a surplus pickup or to request to drop off surplus items at Surplus Stores. See [Online Surplus Disposal Request](#).

The department may not drop off surplus items until Surplus Stores receives online approval from the area equipment coordinator and a Workday notification if the items are a capital asset or department inventory.

Departments must move all merchandise that is transportable to Surplus Stores before the items may be offered for sale to the public or other non-WSU entities (see [Large or Difficult to Transport Items](#)).

Surplus Property

Online Surplus Disposal Request (SDR)

To route items to Surplus Stores, the owning department submits an online Surplus Disposal Request (SDR) through myFacilities, located at:

myfacilities.wsu.edu/

1. Select **Work Requests**
2. Log into the myFacilities system with a Network ID and password.
3. From the menu of work request services, select **Request pickup or drop-off of surplus items.**
4. Complete the online form
5. If the owning department wants an item on consignment and it meets consignment criteria, enter all funding information in the **comment section** of the SDR.

Contact Surplus Stores for more information; e-mail surplus@wsu.edu; telephone 509-335-3089.

Surplus Disposal Request instructions and tips are also available from the Surplus Stores website at:

surplus.wsu.edu/disposal-of-surplus/

List Items for Pickup

Departments list all items to be picked up, including both capital assets and department inventory listed in Workday and noninventoried items. Surplus Stores uses this information to schedule pickups and determine the staff and equipment needed. Surplus Stores does not pickup items until a Workday notification has been received for items that are a capital asset or department inventory. (See the Workday Dispose Asset reference guide.)

Required Approval

The area equipment coordinator receives an automated e-mail from myFacilities to approve or deny the disposal request.

Workday Dispose Asset

After completing the SDR, the department must create a Workday Dispose Asset business process for capital assets and department inventory. This initiates the process to remove the item from inventory. For each capital asset or department inventory item, list the SDR number into the comments of the Dispose Asset transaction. This assists with reconciling and to ensures that correct

Surplus Property

Workday Dispose Asset
(cont.)

item is removed from inventory. Once Surplus Stores receives the disposal notification through Workday, Surplus Stores schedules the surplus pickup.

See the Workday Dispose Asset reference guide instructions for processing surplus items.

SDR Number for Drop Off

Once the area equipment coordinator approves the disposal request, the department personnel must provide the SDR number to Surplus Stores at the time of drop off. (Department personnel do not need to provide the SDR number if Surplus Stores picks up the items.)

Protection of Inventoried
Items Waiting for Pickup

The requesting department keeps capital assets and department inventory items that are waiting to be picked up in a location that is monitored. Surplus Stores is not responsible for inventory items until Surplus personnel take possession of the items.

Large or Difficult to
Transport Items

Surplus Stores personnel review items that are large or difficult to transport to determine if an on-site sale is appropriate or if Facilities Services, Heavy Equipment is needed to transport the items to Surplus Stores.

Under the supervision of Surplus Stores personnel, multiple items of similar kind and items that cannot be moved in an efficient and practical manner may be sold on-site. The Surplus Stores supervisor or designee determines the procedure to be used to advertise and sell such merchandise.

Pickup or Drop-Off

Department personnel present the SDR number generated from myFacilities to Surplus Stores personnel at the time of drop off of surplus items.

Surplus Stores personnel verify the following information:

- Disposal request number
- Item descriptions and inventory numbers.

If capital assets and department inventory items listed on the SDR do not match the descriptions and the inventory numbers of the items to be surplus, Surplus Stores does not accept the items. Surplus personnel document the items that were not received on the Workday notification.

Surplus Property

Pickup or Drop-Off (cont.)

NOTE: To be accepted by Surplus Stores, each laptop must be tracked in Workday. Departments must register any laptop that is not tracked in the Workday Company Asset Book prior to sending the item to Surplus. (See *BPPM 20.50* and the Workday Register Assets reference guide.)

- Quantities of items accounted for on University and/or departmental inventories. If the quantities of inventoried items do not match what is listed on the SDR, Surplus personnel contact the department with the quantities picked up and adjust the Dispose Asset record in Workday.

Surplus personnel do not reconcile non-inventory items listed on the SDR for inventory numbers, descriptions, or quantities.

Notice of Request Completion

When the items arrive at Surplus Stores, Surplus personnel change the disposal request status to *work complete*. The SDR system sends an e-mail notification of the request's completion to the requestor.

Workday Approval

When capital assets and department inventory arrive at Surplus Stores and are reconciled, Surplus Stores personnel approve the items in Workday.

Non-Pullman WSU Departments

Non-Pullman departments, except at WSU Vancouver, dispose of surplus equipment by one of the following methods.

NOTE: WSU Vancouver departments must follow the surplus disposal procedures under [WSU Vancouver Department Procedures](#).

Transfer to WSU Surplus Stores

Non-Pullman departments may transfer surplus items to Surplus Stores by submitting an online Surplus Disposal Request (SDR) through myFacilities, located at:

myfacilities.wsu.edu/

1. Select **Work Requests**
2. Log into the myFacilities system with a Network ID and password.
3. From the menu of work request services, select **Request pickup or drop-off of surplus items**.

Surplus Property

Transfer to WSU Surplus
Stores (cont.)

4. Complete the online form

SDR instructions and tips are also available from the
Surplus Stores website at:

surplus.wsu.edu/disposal-of-surplus/

After completing the SDR, the department must create a Workday Dispose Asset business process for capital assets and department inventory. This initiates the process to remove the item from inventory. For each capital asset or department inventory item, list the SDR number into the comments of the Dispose Asset transaction. This assists with reconciling and to ensures that correct item is removed from inventory.

Once Surplus Stores receives the disposal notification through Workday, Surplus Stores schedules the surplus pickup. (See the Workday Dispose Asset reference guide instructions for processing surplus items.)

Department personnel present the SDR number generated from myFacilities to Surplus Stores personnel at the time of drop off of surplus items.

Transfer to State Surplus

Non-Pullman departments may transfer surplus items to State Surplus by submitting an online Surplus Disposal Request (SDR) through myFacilities, located at:

myfacilities.wsu.edu/

1. Select **Work Requests**
2. Log into the myFacilities system with a Network ID and password.
3. From the menu of work request services, select **Request pickup or drop-off of surplus items.**

Surplus Property

Transfer to State Surplus
(cont.)

4. Complete the online form

SDR instructions and tips are also available from the Surplus Stores website at:

surplus.wsu.edu/disposal-of-surplus/

After completing the SDR, the department must create a Workday Dispose Asset business process for capital assets and department inventory. This initiates the process to remove the item from inventory. For each capital asset or department inventory item, list the SDR number into the comments of the Dispose Asset transaction. This assists with reconciling and to ensures that correct item is removed from inventory. Once Surplus Stores receives the disposal notification through Workday, Surplus Stores schedules the surplus pickup. (See the Workday Dispose Asset reference guide instructions for processing surplus items.)

NOTE: Surplus Stores does not submit items to State Surplus until a Workday notification has been received for items that are a capital asset or department inventory. (See the Workday Dispose Asset reference guide for State Surplus instructions.)

Coordinate with WSU Pullman Surplus Stores to arrange for items to be sent to State Surplus.

Request for Transfer to State Surplus

If a department requests to transfer surplus equipment to State Surplus at Tumwater, WA, Surplus Stores personnel submit a request for pickup to State Surplus.

The State Surplus office sends a state Property Disposal Request (form 267A) to Surplus Stores. Surplus Stores retains the state form 267A with the approved SDR and forwards a copy of the state form to the department to present at the time of pickup. The state-approved form includes a surplus authority number.

Pickup by State Surplus

Non-Pullman department personnel present the copy of state form 267A with the surplus authority number to State Surplus personnel at the time of pickup.

The requesting department retains the copy of the state form 267A with the approved SDR in accordance with the approved retention period (see *BPPM* 90.01).

Notice of Request Completion

When State Surplus approves the submitted items and assigns a

Surplus Property

surplus authority number, Surplus Stores personnel change the disposal request status to *work complete*. The SDR system sends an e-mail notification of the request's completion to the requestor.

Workday Approval

After State Surplus approves the submitted items and assigns a surplus authority number, Surplus Stores personnel approve the items in Workday.

Additional Information

For additional information regarding proper equipment disposal at non-Pullman locations, refer to the Surplus Stores website at:

surplus.wsu.edu/disposal-of-surplus/

or e-mail surplus@wsu.edu; telephone 509-335-3089.

WSU Vancouver Department Procedures

WSU Vancouver departments submit surplus equipment to WSUV Facilities Operations Surplus for disposal as described below.

WSUV Surplus coordinates with WSU Pullman Surplus Stores to arrange item transfers.

WSUV Surplus Report

The department completes a WSUV Surplus Property Report form. The form is available from the WSUV Facilities Services Forms website at:

vancouver.wsu.edu/facilities-operations/facilities-operations-forms

Each WSU Vancouver department must have a department or area equipment coordinator who is authorized to approve the transfer of all items submitted for surplus processing. The authorized department or area equipment coordinator signs and dates the WSUV Surplus Property Report form. The department attaches a signed form to each surplus item for pickup.

The WSUV department retains a copy of the Surplus Property Report in accordance with existing approved records retention schedules (see *BPPM 90.01*).

WSUV Surplus Pickup

To request pickup of surplus items (including digital media), the department submits an e-mail request to WSUV Facilities Services Surplus at:

van.plant@wsu.edu

Surplus Property

WSUV Surplus Pickup (cont.)

The e-mail request must include a detailed, itemized listing of all items for surplus pickup. Facilities Operations Surplus reviews the listing to determine the staff and/or equipment necessary for pickup and processing of the surplus items.

The requesting department keeps WSU Vancouver- and WSUV department-inventoried items that are waiting to be picked up in a location that is secure. WSUV Facilities Services is not responsible for inventoried items until Facilities Services personnel take possession of the surplus items.

Transfer Between WSUV Departments

To transfer surplus property to another WSU Vancouver department, the initiating department submits an e-mail request to WSUV Facilities Services Surplus at:

van.plant@wsu.edu

Upon receipt of the e-mail request, WSUV Surplus coordinates with the initiating department to complete and approve the necessary surplus transfer documentation.

Potentially Hazardous Surplus Items

Departments must complete and attach an Item Evaluation form along with a WSUV Surplus Report to each surplus item suspected of being potentially contaminated or containing a potentially hazardous component. See *BPPM 20.77* for the Item Evaluation form and instructions. See *BPPM 20.77 – Appendix 1* for examples of equipment requiring Item Evaluation.

UPDATING INVENTORY RECORDS

IMPORTANT: Departments are responsible for entering disposal information for departmental inventory items with asset type **Departmental Inventory** in Workday. (See the Workday Dispose Assets reference guide.)

DISPOSAL METHODS

Priority of Disposal Methods

WSU sets priority of disposal and availability of surplus items in accordance with state regulations and statutes *RCW 43.19.1919*, *RCW 43.19.1920*, *WAC 200-360-010*, and *WAC 200-360-015*.

Exceptions to Disposal Priorities

Surplus property may be disposed of in a manner other than as specified in the state requirements listed under [Transfer to State Surplus](#) if determined to be legal and approved in advance by the Assistant Vice President of Facilities Services.

Surplus Property

Exceptions to Disposal
Priorities (cont.)

To request an exception, the responsible department chair or dean sends a written memorandum or e-mail to Surplus Stores.

SALES PROCESSED BY SURPLUS STORES

Surplus Stores processes the following types of sales of surplus items:

- Sales to WSU departments

Upon request, Surplus Stores provides delivery of items sold to WSU departments.

- Sales to state agencies and nonprofit organizations
- Public sales
- Sealed bid sales

Equipment and items that are not suited to public sales due to the type or the location may be sold through sealed bids.

- Online auctions

Equipment and items that are not suited to public sales due to the type or the location may be sold through online methods.

First-Come, First-Served

All merchandise that is sold to the public is on a first-come, first-serve basis. No merchandise is held or reserved for sale to individuals or to University personnel for personal use.

Consignment Opportunities

Surplus Stores offers consignment opportunities to WSU departments. Consignment sale is reserved for individual items with significant value, not several low value items grouped together and sold in a lot.

Contact Surplus Stores for consignment rate information.

Additional Information

For further information regarding purchasing surplus items, see the Surplus Stores website at:

surplus.wsu.edu/

Surplus Property

PURCHASING FROM SURPLUS STORES

WSU Departments

To purchase surplus items, a WSU department must:

- Submit an Internal Service Delivery request in Workday to Surplus Stores at the time of sale, if the department has an employee assigned with the internal service provider security role; **or**
- Submit a completed Interdepartmental Requisition and Invoice (IRI) to Surplus Stores at the time of sale.

See *BPPM 70.05* and the Workday Procurement Internal Service Delivery reference guide, as applicable.

For departmental shopping hours and delivery fees contact Surplus Stores; telephone 509-335-3089; or see the Surplus Stores website at:

surplus.wsu.edu/

State Agencies and Nonprofit Organizations

State agencies and nonprofit organizations must register with Surplus Stores prior to shopping. For more on how to register, contact Surplus Stores; telephone 509-335-3089; or see the Surplus Stores website at:

surplus.wsu.edu/

Additional Information

For further information regarding purchasing surplus items, see the Surplus Stores website at:

surplus.wsu.edu/