Surplus Property

**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.

**Property Categories**

University property is divided into the following categories:

- Items accounted for in the University inventory
- Items accounted for in a departmental inventory
- Items that are not inventoried
Surplus Property

Property Categories (cont.) 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.)

University Inventory (Tagged) Items The University inventory category 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 (see *BPPM* 70.40)

See also *BPPM* 20.50.

University-inventory items are to be listed in the Administrative Information Systems (AIS) Property application with the record type P.

See *BPPM* 85.33 regarding obtaining access to AIS applications.

Departmental Inventory (Possibly Tagged) Items The departmental inventory category includes items with an initial cost less than $5000, which are listed in the AIS Property application with the record type D or are listed in a departmental inventory database (see *BPPM* 20.50).

Non-inventory Items The non-inventory category includes the following:

- Items with inventory stickers not listed in AIS Property
- Items not found in a departmental inventory database
- Items that do not have inventory stickers

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.
**Surplus Property**

**Assistance**
For assistance with determining whether or not an item has resale value or is considered surplus, contact Surplus Stores at 509-335-4630 or send an email to surplus@wsu.edu.

**Assistance (cont.)**
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 or physically destroy the software and data files on the storage device prior to sending the item to Surplus Stores.

**Shredding Portable Digital Media**
Surplus Stores provides shredding services for portable digital media such as CDs and floppy disks. For more information, see the Facilities Services, Operations Waste Management website at:

www.surplus.wsu.edu/shredding.aspx

**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 Operations Surplus at:

wsuv.surplus@vancouver.wsu.edu

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

**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:

www.rso.wsu.edu

Before transferring equipment that has contained or may have been contaminated with radioactive materials or 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.
Surplus Property

Radioactive Materials or Radiation Sources (cont.)

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 approvals 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 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 a movable equipment item at a departmental site.

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
Surplus Property

Donations (cont.)

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, Operations 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 instructions below.

The department may not drop off surplus items until Surplus Stores receives online approval from the area equipment coordinator.

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).

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
## Surplus Property

<table>
<thead>
<tr>
<th>Online SDR (cont.)</th>
<th>Surplus Disposal Request instructions and tips are also available from the Surplus Stores website at: surplus.wsu.edu/disposal-of-surplus/</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Items for Pickup</td>
<td>The department lists all items to be picked up, including both inventoried and noninventoried items. Surplus Stores uses this information to schedule pickups and determine the staff and equipment needed.</td>
</tr>
<tr>
<td>Required Approval</td>
<td>The area equipment coordinator must approve the transfer of all items entered into the online disposal request to Surplus Stores. The area equipment coordinator receives an automated e-mail from the SDR system to approve or deny the disposal request.</td>
</tr>
<tr>
<td>Departmental Copies</td>
<td>Once the area equipment coordinator approves the disposal request, the equipment coordinator must print a copy of the SDR. The department keeps a copy of the approved SDR to present at the time of pickup or drop off.</td>
</tr>
<tr>
<td>Protection of Inventoried Items Waiting for Pickup</td>
<td>The requesting department keeps University- and departmental-inventoried items that are waiting to be picked up in a location that is monitored. Surplus Stores is not responsible for inventoried items until Surplus personnel take possession of the items.</td>
</tr>
<tr>
<td>Large or Difficult to Transport Items</td>
<td>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, Operations 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.</td>
</tr>
</tbody>
</table>
| Pickup or Drop-Off | Department personnel present a copy of the approved SDR to Surplus Stores personnel at the time of pickup or drop off. Surplus Stores personnel verify the following information:  
  - Disposal request number  
  - Item descriptions and inventory numbers. If University- and departmental-inventoried items listed on the SDR do not match the descriptions and the inventory numbers of the items to be surplused, Surplus Stores does not accept the items. Surplus |
Surplus Property

Pickup or Drop-Off (cont.)

personnel document the items that were not received on both copies of the SDR.

NOTE: To be accepted by Surplus Stores, each laptop must be tracked with the record type P in AIS Property. Departments must contact Property Inventory to update the record type for any laptop that is not tracked in AIS Property with the record type P prior to sending the item to Surplus (see BPPM 20.50).

- 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 record the received quantities on the SDR.

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

Both Surplus personnel and the department sign the updated SDR. The requesting department retains a signed copy of the SDR in accordance with the stated retention period (see BPPM 90.01).

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.

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:

- First, 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.
Surplus Property

Transfer to WSU Surplus Stores (cont.)

3. From the menu of work request services, select Request pickup or drop-off of surplus items.

4. Complete the online form

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

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

- Then, transporting the items to Surplus Stores at the WSU Pullman campus.

Transfer to State Surplus

Non-Pullman departments may transfer surplus items to State Surplus by:

- First, 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.

4. Complete the online form

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

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

- Then, coordinating 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
## Surplus Property

### Request for Transfer to State Surplu (cont.)
State form to the department to present at the time of pickup. The state-approved form includes a disposal authority number.

### Pickup by State Surplus
Non-Pullman department personnel present the copy of state form 267A with the disposal 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 disposal 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.

### 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 telephone 509-335-4630.

### 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 Report form. The form is available from the WSUV Facilities Operations Forms website at:

admin.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 Report form. The department attaches a signed form to each surplus item for pickup.

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

WSUV Surplus Pickup

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

wsuv.surplus@vancouer.wsu.edu

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 Operations is not responsible for inventoried items until Facilities Operations 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 Operations Surplus at:

wsuv.surplus@vancouer.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

Surplus Stores sends an automated report regarding surplused University inventoried items to Property Inventory.

After notification by Surplus Stores, WSU Property Inventory deletes only University inventoried items with a record type P from the online AIS Property application.

IMPORTANT: Departments are responsible for deleting items with a record type D (departmental inventory) from AIS Property. Departments are also responsible for deleting surplused items from departmental inventory databases.
### Surplus Property

#### DISPOSAL METHODS

<table>
<thead>
<tr>
<th>Priority of Disposal Methods</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptions to Disposal Priorities</td>
<td>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, Operations. To request an exception, the responsible department chair or dean sends a written memorandum or e-mail to Surplus Stores.</td>
</tr>
</tbody>
</table>

#### 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.

#### Additional Information

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

surplus.wsu.edu/
Surplus Property

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.

PURCHASING FROM SURPLUS STORES

WSU Departments
To purchase surplus items, a WSU department must submit a completed Interdepartmental Requisition and Invoice (IRI) to Surplus Stores at the time of sale (see BPPM 70.05).

For departmental shopping hours and delivery fees contact Surplus Stores; telephone 509-335-4630; 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 509-335-4630; 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/