



<b>Document Number</b>	<b>Surplus Property Disposal SOP, D.28.01</b>
<b>Owner/Contact Information:</b>	Ross Rick
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<b>Related Policies and Procedures</b>	

### 1. Purpose/Introduction

The purpose of this procedure is to outline the steps University Departments need to follow for the disposal of surplus property belonging to UNCG entities.

### 2. Definitions

Surplus property is defined as any property belonging to a department or office that is determined to be no longer needed to continue its operations. Any questions concerning disposal of property should be directed to Surplus Warehouse Services. Departments are required by statute to dispose of property via the Surplus process and are prohibited from disposing of property in any manner.

Surplus Warehouse Services is the University office assigned the responsibility for the disposal of surplus property for UNCG (hereafter referred to as Surplus).

Surplus property is not to be brought to the Surplus Warehouse until a Work Order is created through the Facilities Operations Department. Work orders can be created via online submissions at the Facilities Operations website or by calling Customer Service Center at 334-5684.

The required life safety egress from buildings must be maintained always. It is not acceptable for anyone to place equipment or furniture (new or surplus) in hallways and corridors since this may create life safety egress issues. If equipment or furniture is found in a hallway or corridor, it will be immediately removed by professional movers at the departments expense if the department cannot safely move it into an acceptable location.

### 3. Procedural Steps

Special note on acquisition of new equipment and furniture: Prior to ordering new equipment or furniture to replace existing, departments must determine if professional movers will be required to move the surplus property based on the criteria listed in section below titled "Moving of Items to be Surplused". A request for estimates of professional moving services can be submitted via work order to the customer service center or by clicking [here](#). This is necessary so that the department will know in advance whether they will need to fund and plan for professional moving services.

### 3.1 Surplus of Existing Property – University Department Responsibilities

- 3.1.1 Provide at least one-month advance notice to Surplus Warehouse Services via work order before the desired pick-up date for the surplus property. Please consider this timeline as you plan acquisition of new items that will require the surplus of existing items.
- 3.1.2 Complete and submit a list of all equipment and material to be surplus or scrapped by submitting a work order to customer service center by phone or online submittal (<https://facoperations.uncg.edu/request-service/>).
- 3.1.3 When property being disposed is beyond the scope identified below, the Surplus Warehouse Manager will contact and coordinate a moving company to address moving the property from the requestor to the warehouse. This will occur at the cost of the requestor and will be subject to availability and logistics of the moving company.
- 3.1.4 Surplus Warehouse Manager will provide a Facilities Operations estimate form which will include price, estimated date of relocation, and an area for a departmental approver signature. Departments will be billed back to the customer upon the completion of the move.
- 3.1.5 Notify the Surplus Warehouse (2900 Oakland Ave.) at least one week in advance to schedule delivery of items to the warehouse by contracted professional moving services.
- 3.1.6 Physically tag surplus items listed on the Surplus Request form as “Surplus”. Surplus staff may only accept items submitted on the work order form that are tagged.

### 3.2 Moving of Items to be Surplused

- 3.2.1 Surplus Warehouse will require moving services to move the Surplus Items under the following circumstances:
  - Single items over 100lbs.
  - Moves that require more than 2 employees for more than 2 hours.
  - Moves that require items heavier than 25lbs to be carried up or down stairs.
  - More than 20 smaller items (smaller items are considered boxes weighing less than 25lbs).
  - Moves that are required due to a Facilities Design or Construction Project.
  - Items that are too large for an elevator.

### 3.3 Surplus Departmental Responsibilities

- 3.3.1 Schedule and coordinate pick up of items and communicate with customers by direct communication. Updating work order notes for reference of the customer service center. Upon receipt of work order Surplus Warehouse will update the work order with expected week of pickup.
- 3.3.2 Pick up items at scheduled time and deliver items to Surplus Warehouse.

3.3.3 Receive delivery of items to the Surplus Warehouse by professional movers within the agreed upon timeframe as coordinated with the department.

3.3.4 Coordination of moving company services when applicable. Surplus Manager will complete the Facilities Operations estimate form.

### 3.4 Department to Department Transfer

3.4.1 Property may be transferred between departments without involving Surplus Warehouse Services. Transfer of Fixed Assets must be completed as described on the Fixed Asset website utilizing form FA-14: <http://fix.uncg.edu>.

3.4.2 It is the responsibility of the departments who are transferring items to work out logistics of relocation.

### 3.5 Reuse of Surplus Property in the Surplus Warehouse

3.5.1 Designated Representatives of campus departments may visit the warehouse (2900 Oakland Ave) via appointment with the Warehouse Manager to select items that may be useful to the department.

3.5.2 Surplus Warehouse will be closed to campus departments starting on the Monday of the sale week, it will re-open for campus reuse the Monday after the sale.

### 3.6 Equipment Trade-In

3.6.1 Some equipment may have trade-in value. The responsible department should notify UNCG Purchasing department with the appropriate information on the item. Purchasing will contact State Surplus for approval regarding the trade-in price. Departments should note this on the purchasing requisition of the new items intended to purchase. For fixed assets, upon completion of the purchase requisition the department must submit the appropriate form to Fixed Assets located on the Fixed Assets website. (<https://fix.uncg.edu>)

### 3.7 Additional Requirements for Certain Property

3.7.1 Street-Legal Vehicles: Departments must schedule delivery of street legal vehicles with keys and Titles to the Surplus Warehouse (2900 Oakland Ave) upon the completion of the procedure noted above for Fixed Assets. It is the departments responsibility to contact the Office of Accounting Service for vehicle title. Surplus will process it and list the vehicle for sale on the State Surplus Site. Surplus will all also remove the license tags and return them to the Department of Motor Vehicles.

3.7.2 Street-Legal Vehicles (unable to transport): Departments must follow procedure outlined above, but also must give Surplus Warehouse one-month lead time to be able to post for 14 days for bid process along with 14 additional days to set up pickup. If vehicle does not sell after 14 days, it will be disposed of as scrap metal through the state contract within

the following 14 days after the bid process is concluded.

- 3.7.3 Total Loss Vehicles: Departments are responsible for contacting Insurance Provider to ensure the vehicle is declared a total loss. Upon confirmation, department is to submit insurance company name, claim number, copy of paperwork with amount, contact at insurance company, vehicles title, and the location of the vehicle into the surplus work order system. Settlement of total loss will be transferred into the department upon receipt from the department of administration.
- 3.7.4 Radioactive Materials: Disposal of any tool, instruments, vessels, storage cabinets, refrigerators etc. used in conjunction with radioactive substances must be cleared by the Environmental Health and Safety Department.
- 3.7.5 Biohazard Exposure: Items which have been used in conjunction with biohazards must be decontaminated by the department before Surplus will pick up. Contact Environmental Health and Safety for instructions on proper decontamination requirements.
- 3.7.6 Hazardous Waste (refrigerant, etc.): Items that are either to be turned into Surplus Warehouse whether picked up, delivered or recycled must have certificate from certified vendor stating that items were removed prior to disposal.
- 3.7.7 Federal Property: If property to be disposed of was purchased with federal funds and title vests with the government, approval must be obtained from the funding agent by the department before this equipment can be declared surplus and sent to Surplus.
- 3.7.8 Computers: Before surplusing desktop, laptop or tablets computers the department must remove all software and data from the machine, departments can contact 6-Tech and submit the ticket as the machine may be repurposed via ITS. Machines that are not repurposed will then be picked up or submitted to Surplus Warehouse for disposal via state contract vendor. Never place or store machines out in common areas including hallways, breakrooms, loading docks, or outside of buildings. Data on these machines can be retrieved thus compromising confidential information.

### 3.8 New Furniture and Equipment Delivery

- 3.8.1 Departments are to include delivery of new equipment and furniture to its destination in the purchase order. Furniture and equipment deliveries will not be accepted at Campus Supply or at the Surplus Warehouse. As indicated in Section above the Surplus Warehouse is not to be used as a storage or staging area furniture and equipment must also never be stored in hallways or corridors as to maintain life safety egress. Departments should coordinate delivery so that the furniture or equipment is delivered to its final location and is not stored or staged in hallways and corridors.

### 3.9 Removing Property Stored or Staged in Hallways or Corridors

- 3.9.1 The required safety egress in buildings must always be maintained always, as required by the Life Safety Code. Surplus Warehouse Services and/or Environmental Health and Safety will contact the responsible department if furniture or equipment is stored or

staged in a hallway or corridor. The department responsible for the items will be directed to remove items creating a safety hazard immediately. After such time, Surplus Warehouse Services will contract professional movers and charge back the department.

3.9.2 Surplus Warehouse Services will submit the invoice to Facilities Operations accounting office to be billed to the responsible department. Information describing the reason for the move and identifying the department including the appropriate contact person must be indicated on the invoice.

3.9.3 Environment Health and Safety will be notified of property moves required to maintain life safety egress by the Surplus Warehouse Services.

#### 4. Forms, Tools, Etc.

4.1 State Surplus Property (<http://ncadmin.nc.gov/citizens/state-surplus-property>)

4.2 Fixed Asset Property (<http://fixuncg.edu>)

4.3 UNCG Surplus Warehouse (<http://facoperations.uncg.edu/areas-of-responsibility/surplus-warehouse-services/>)

#### 5. Revision Table

Revision #	Section #	Summary of Changes	Approval Date
D.28.01		Outlined the steps University Departments need to follow for the disposal of surplus property belonging to UNCG entities.	11/5/19