Disposal of Surplus Property and Movable Equipment

Policy Statement

Property and materials that are purchased with University funds or with grant funds, donated to the University, or acquired for the University through other means, are the property of the University of Vermont and State Agricultural College and do not belong to specific individuals. The University will dispose of its surplus property in an environmentally and fiscally responsible manner in accordance with local, state, and federal regulations.

A department or individual may not dispose of property unilaterally. Disposal of University property for personal gain or favor is prohibited.

The Physical Plant Department Recycling Program is responsible for the physical removal, transportation, sale, and ultimate disposition of all surplus property. The University Controller’s Office is responsible for accounting for all Movable Equipment (as defined by this Policy) and for recording changes to the University Movable Equipment Inventory.

Reason for the Policy

The University is committed to managing surplus property, such as used furniture and equipment, in a manner that is fiscally responsible, reduces harmful environmental impacts, and promotes the University’s reduce-reuse-recycle philosophy. This policy explains the process to dispose of University surplus property. This policy facilitates the removal of surplus property from the Managing Department’s premises, promotes alternative internal uses, and reduces the University’s storage burden. This policy also addresses disposition of motor vehicles and other registered movable equipment.

Applicability of the Policy

This policy applies to all University of Vermont faculty, staff, and students.
Policy Elaboration

None

Definitions

Managing Department: The University organizational unit that controls and manages the use of the surplus property or materials on behalf of the University.

Moveable Equipment: Items having a useful life of at least one year with an acquisition cost of $5,000 or more or the current amount established by the government negotiation agreement for indirect costs.

Surplus Property: Any equipment, furniture, scrap or salvaged materials, or other tangible property that is no longer needed by the Managing Department, regardless of its existing condition or estimated value.

University Property: Any property or materials purchased with University funds or with grant funds, donated to the University, or acquired for the University through other means.

Procedures

I. Declaration of Surplus Property

Department chairs, directors, or their designees may declare property that is no longer useful to their department as “surplus.” Managing Departments are first encouraged to do one of the following before transferring property to the Physical Plant Recycling Program:

a) Trade in the property toward the purchase of new property;
b) Transfer the property inter-departmentally within the University; or
c) Transfer the property to another institution. This requires prior approval from the Controller.

The University Controller’s Office must be notified if the above transactions occur. In the event of transfers out of the US, export restrictions may apply and permits must be obtained prior to transfer.

II. Removal of Surplus Property from Managing Department

Any surplus property that is not handled through trade-in or transfer must be sent to the Physical Plant Recycling Program. Departments must request pickup of surplus items by submitting a Service Request using the Physical Plant FAMIS Self Serve system. The request must include a description and location of items. Before pickup, the Managing Department must ensure that all items are empty of contents (including paper files and personal belongings) and in reasonably clean condition.
Departments will be charged a nominal handling fee for removal of surplus property from their premises. If items are too large or bulky for the Recycling Program to move safely, the Recycling Program will make arrangements with a contracted moving company. All handling fees will be the responsibility of the Managing Department. Departments vacating facilities are responsible for disposing, in accordance with this policy, any surplus equipment and furnishings left behind.

Recycling Program personnel will remove surplus property from the Managing Department premises and transfer it to a surplus property staging area (ordinarily, the Wheelock Barn located in South Burlington). Departments are not allowed to deliver surplus property to this location without the pre-approval of or pre-arrangement with Recycling Program personnel.

Managing departments may submit a written request for alternative removal procedures from the Physical Plant Recycling Program for surplus property which is located outside Chittenden County. The request must be submitted to Physical Plant Recycling Program and to the University Controller’s office prior to the disposition on any equipment.

III. Items with Acquisition Value Greater than $5,000

Items with an acquisition value greater than $5,000 must also be accompanied by a Surplus Disposal Form. The Managing Department must indicate the Inventory Asset Tag Number, location and description of the item on this form. After removal of the item, the Physical Plant Recycling Program will submit the form to the University Controller’s Office. The University Controller’s Office will maintain and update the University Movable Equipment Inventory database.

IV. Disposal of Refrigerators, Freezers and Related Laboratory Equipment

Items such as refrigerators, freezers, centrifuges, sterilizers, blood counters, photospectrometers, and similar equipment must be accompanied by a Surplus Disposal Form, regardless of value. These items may contain Freon, mercury switches, batteries, or other potentially hazardous components. Before disposing of surplus equipment, Managing Departments must certify that reasonable means have been taken to clean and decontaminate the equipment by removing radioactive materials, biohazardous materials, chemical materials, and any imbedded hazardous materials. The Managing Department is responsible for ensuring that all hazardous materials have been properly removed and that the equipment has been certified as “decontaminated.”

V. Disposal of Surplus Motor Vehicles, Trailers & Registered Equipment

The disposal of motor vehicles is the responsibility of the Physical Plant Recycling Program in cooperation with the Disbursement Center. Managing Departments must follow the Checklist of Procedures for sending motor vehicles to surplus. (The Checklist can be found on the University Surplus Property website.)
VI. Disposal of University Computers

Computers that were purchased with University funds or grant funds, donated to the University, or acquired for the University through other means are the property of the University and do not belong to specific individuals. The University must manage surplus computers in an environmentally responsible and fiscally responsible manner that ensures safeguarding of sensitive data and licensed software.

Used computers contain stored data and licensed software that are at risk of unauthorized use. These risks are related to potential violation of software license agreements; unauthorized release of student/patient information; and inadvertent release of NetID and password combinations, financial information, and other personal or sensitive information. All information must be rendered unreadable and unrecoverable through secure erasure or destruction before any form of disposal, recycling or reuse occurs. Managing Departments are required to erase data stored on University computers before their relocation, disposal, or transfer to another employee. In addition to instructions on erasing data referenced in the Information Security Procedures, Enterprise Technology Services (ETS) will offer technical assistance.

Computers, including monitors, CRTs, CPUs, and related components, contain toxic elements such as lead, cadmium, and other heavy metals that are harmful to the environment when improperly disposed. Computers are prohibited from disposal as solid waste in landfills and as scrap metal in conventional recycling programs.

Department chairs, directors, or their designees, with permission from the University Controller, may allow redeployment of surplus computers in the following instances:

- Transfer internally to another University department or user. The original Managing Department must ensure that the disk is erased and the operating system (or current version of the original operating system, if appropriately licensed) is reinstalled before transfer.

- Donate a computer to a recognized 501(c)(3) charitable organization such as a school, religious institution, or similar non-profit. The Managing Department must coordinate with Surplus Property, Physical Plant and the Controller’s Office the details of the exchange and receive proof of 501(c)(3) status of recipient. The Managing Department must ensure that the disk has been erased and that the original licensed operating system and bundled software has been reinstalled before transfer. After the hard drive has been erased, the Managing Department may only reinstall the original operating system software that was licensed with the original computer. See the UVM Computing web site, http://www.uvm.edu/it, for information.

All surplus computers that have not been redeployed through one of the above instances must be delivered to the Physical Plant Recycling Program for proper recycling and disposal. Managing Departments must submit a Service Request using the FAMIS Self-Serve system to request a pickup of surplus computers and components. All equipment must be unplugged and disconnected before pick-up. All equipment must display a completed “Certified Clean Media to
be Recycled” label. A template for labels is available on the Enterprise Technology Services (ETS) Information Security Office website at: https://www.uvm.edu/ets/security/erase. Labels may also be requested from the UVM Physical Plant Recycling Program.

The Physical Plant Recycling Program will ensure environmentally safe disposal through a certified electronics recycling and disassembly facility.

**VII. Sale and Disposition of Surplus Property**

The Physical Plant Recycling Program will determine the method by which surplus property will be disposed. Items may be sold to University departments or to the general public, recycled, scrapped, donated to non-profit organizations, or given away at no cost as an alternative to landfill disposal. Items will be sold at the discretion of the Physical Plant Recycling Program via public sales or sealed bids. With prior approval by the Recycling Program Supervisor or designee, a Managing Department may donate surplus property directly to a non-profit organization. The University Controller must approve the donation of Movable Equipment and motor vehicles with acquisition cost greater than $5,000.

All sales are subject to State of Vermont sales tax and City of Burlington local option sales tax, unless proof of Sales Tax Exemption Status is provided by the purchaser. All sales are in checks payable to the University of Vermont for amounts up to $1,000. For sales exceeding $1,000, a certified or cashier’s check is required. University departments may purchase items for their departmental use through an inter-departmental chartstring charge.

All sales transactions will be accompanied by a two-part sales receipt, with one copy issued to the purchaser and the original retained by the Physical Plant Recycling Program. University employees are eligible to purchase surplus property only if the property is first transferred to the Recycling Program. All transactions, including the collection of appropriate taxes and issuance of a sales receipt, must be conducted by Recycling Program personnel. Under no circumstances shall a University department sell surplus property directly to an individual or employee, except as noted in Section VIII.

All proceeds from the sale of surplus property are retained by the Recycling Program to offset operating expenses of the program (e.g., hauling, labor, vehicle use, utilities, advertising costs, disposal of unsold property, etc.). Managing Departments will not receive any portion of revenues.

**VIII. Unique Items and Items of High Resale Value**

Departments owning items that are considered “unique” (e.g., musical instruments, athletic uniforms, sports equipment, police equipment, artwork, historical treasures, etc.) may be granted permission by the Controller to sell items on their own, with prior approval of the Physical Plant Recycling Program supervisor or designee. In these instances, the Managing Department is responsible for all aspects of the sale including advertising, invoicing, collection of appropriate sales tax, issuance of a sales receipt, and deposit of the proceeds in appropriate University accounts.
With the approval of the University Controller, the Managing Department may sell surplus items with an estimated resale value greater than $1,000 directly to a business, organization, or individual. In these instances, the Managing Department may retain the proceeds of the sale; however, the department is responsible for all aspects of the sale including advertising, soliciting bids, delivery, invoicing, collection of appropriate sales tax, issuance of a sales receipt, and depositing proceeds in appropriate University accounts.

IX. Anti-Scavenging

Unauthorized removal, disposal, or expropriation of University Property or Surplus Property is considered theft and constitutes a serious breach of University policy. Unauthorized disposition could subject individuals to disciplinary action or criminal prosecution.

Forms

Surplus Disposal Form
Checklist for Disposal of Surplus Vehicle

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

For concerns about the pick-up and disposal of surplus property, recycling and solid waste: Physical Plant Recycling Program, (802) 656-4191.

For concerns about Movable Equipment Inventory and transfer or relocation of property within the University: University Controller’s Office, (802) 656-1375.

For concerns about the disposition of titled and licensed vehicles and/or trade-in with acquisition of new vehicles: Disbursement Center, (802) 656-4192.

For concerns about the disposal of hazardous materials and dangerous substances (including firearms): University Environmental Safety Facility, (802) 656-5400.

The Vice President for Finance and Treasurer is the UVM official responsible for oversight of this policy.
Related Documents/Policies

Information Security Procedures
http://www.uvm.edu/policies/cit/infosecurityprocedures.pdf
Movable Equipment
http://www.uvm.edu/~uvmppg/ppg/grants/moveable_equipment.pdf
Records Retention
http://www.uvm.edu/~uvmppg/ppg/general_html/recordretention.pdf
Surplus Disposal Procedures
http://www.uvm.edu/surplus

Effective Date

Approved by the President on June 18, 2012