The University *of* Vermont

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 Surplus Property Program is an income/expense activity administered by the UVM Recycling Program that functions under the Custodial Services Department. The Program is responsible for the physical removal, transportation, sale, and ultimate disposition of all surplus property. Departments are responsible for the cost of removal and disposal of surplus property. The University Controller's Office is responsible for disposal approvals as defined by this policy and for recording disposal changes in the University official records.

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 vehicles, bicycles 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

Abandoned Property: Any equipment or materials left unclaimed and identified for disposal by Police Services.

Computing Devices: Machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information.

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

Movable Equipment: Tangible, non-expendable, personal property that has an anticipated useful life of one year or more with an acquisition cost of $5,000 or more.

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 Surplus Property 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 and the Surplus Property Program Manager 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 of ownership must be sent to the Surplus Property Program. Departments must submit a Service Request using the

University's FAMIS Self Serve system to request pick-up of surplus items. The request must include a description and location of items. Before pick-up, the Managing Department must ensure that all items are empty of contents (e.g., paper files and personal belongings) and in clean condition. Departments must arrange for removal of all property, furnishings and equipment prior to vacating offices and facilities. Departments will be charged a handling fee for removal of surplus property from their premises.

Surplus Property Program personnel will remove surplus property from the Managing Department premises using either internal or contracted labor and will determine the method by which surplus property will be handled. Usable property will be transfered to a University surplus facility. Departments are not allowed to deliver or haul surplus property without the pre-approval of or pre-arrangement with the Surplus Property Program Manager.

Departments not located on the main campus must consult with the Surplus Property Program and the University Controller's office to determine the best methods of disposal and/or transportation to the University main campus in Burlington.

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 Service Request Number generated by FAMIS, Inventory Asset Tag Number, location and description of the item on this form. After removal of the item, the Surplus Property Program will forward the original form to the University Controller's Office.

IV.   Disposal of Laboratory Equipment

Laboratory equipment and items such as refrigerators, freezers, centrifuges, sterilizers, blood counters, photospectrometers, and similar equipment may contain or have come into contact with refrigerant, mercury switches, batteries, or other potentially hazardous components/chemicals. These items must be accompanied by a Surplus Disposal Form, regardless of value to ensure proper decontamination before disposals, transfer or resale. The Managing Department is responsible for ensuring that all hazardous materials have been properly removed and 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, all in compliance with applicable laws and regulations, as documented on the Surplus Disposal Form.

After the Department has submitted the Form, Surplus Property personnel will consult and coordinate with the University's Risk Management and Safety Department to certify that all equipment is properly decontaminated and safe for disposal.

V.   Disposal of Motor Vehicles, Trailers & Registered Equipment

Managing Departments are encouraged to first do one of the following:

   a) Trade in the vehicle within market value toward the purchase of new one
   b) Transfer the vehicle inter-departmentally within the University.

If neither of the above occurs, then disposal of motor vehicles becomes the responsibility of the Surplus Property Program in coordination with Purchasing Services. Managing Departments must follow the checklist of procedures for sending motor vehicles to surplus.

VI.   Disposal of University Computing Devices

Computing devices 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 computing devices in an environmentally responsible and fiscally responsible manner that ensures safeguarding of sensitive data and licensed software.

In general, computing devices have an average life of approximately four years and should be an important factor in determing whether a computing device is dispositioned for surplus.

Used computing devices 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 computing devices 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.

Computing devices, including monitors, CRTs, CPUs, and related components, contain toxic elements such as cobalt, lead, cadmium, and other heavy metals that are harmful to the environment when improperly disposed. Computing devices 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 computing devices 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 the Surplus Property Program and the Controller's Office concerning 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 University's Computing website for information.

All surplus computing devices that have not been redeployed through one of the above instances must be administered through UVM's Recycling Program for proper recycling, employee purchase (Section VII) or disposal. Managing Departments must submit a Service Request using the FAMIS Self-Serve system to request a pick-up of surplus computing devices 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. Labels may also be requested from UVM's Recycling Program.

The UVM Recycling Program will ensure environmentally safe disposal through a certified electronics recycling vendor.

VII.   Sale and Disposition of Surplus Property

The Surplus Property 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 Surplus Property Program via public sales, sealed bids or online auctions.

With prior approval by the Recycling Program Manager, a 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 and be provided with proof of the 501(c)(3) status of recipient.

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 Surplus Property Program. University employees are eligible to purchase surplus property only if the ownership of the property is first transferred to the Surplus Property Program. All transactions, including the collection of appropriate taxes and issuance of a sales receipt, must be conducted by Surplus Property Program personnel. In the case of computing devices, the University department must ensure that the disk is erased and the operating system (or current version, if appropriately licensed) is reinstalled prior to sale, review Section VI and http://www.uvm.edu/it for additional details. Valuation of surplus computing devices for the purpose of sale is at the sole discretion of the Recycling Program Manager. 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, except motor vehicles, are retained by the Surplus Property Program to offset operating expenses of the program (e.g., hauling, labor, vehicle use, utilities, advertising costs, disposal of unsold property, etc.). Departments will receive revenues less administrative and disposal costs incurred by the Surplus Property Program for motor vehicles sales. For non-motor vehicles sales, Managing Departments will not receive any portion of revenues.

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 sales exceeding $1,000, a certified or cashier's check

payable to the University of Vermont is required. University departments may purchase items for their departmental use through an inter-departmental chartstring charge.

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 written approval of the UVM Recycling Program Manager. 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, including but not limited to dismissal, or criminal prosecution.

X.   Bicycles

This policy *does not* affect the Residential Life Department's protocol for abandoned bikes. This only pertains to *academic* campus buildings, including the Davis Center.

If a bike is identified by Police Services as abandonded the UVM Recycling Program will cut bicycle locks (when necessary), take possession of the bike and transport it to the surplus property facility. In all instances Police Services provides the directive to cut locks and/or remove bikes. Police Services will take into their possession bikes that are NOT locked up and determined by Police Services officers to be abandoned. A 30-day waiting period applies after which bikes will be transferred to the Surplus Property Program. Bikes collected from the Davis Center will be turned over to the Surplus Property Program.

Forms

Checklist for Disposal of Surplus Vehicle
https://www.uvm.edu/sites/default/files/Recycling-Zero-Waste-Program/Vehicle-Surplus-Checklist-final.pdf
Surplus Disposal Form
https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/fillable_surplus_form_wider_2017.pdf

Contacts

Questions related to the daily operational interpretation of this policy should be directed to: Corey Berman – UVM Recycling & Surplus Property Program Manager

> For concerns about the pick-up and disposal of surplus property, recycling and solid waste: UVM Recycling Program, (802) 656-5731.

> 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: UVM Purchasing Services, (802) 656-4192.

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

The Vice President for Finance and Administration is the UVM official responsible for oversight of this policy.

Related Documents/Policies

Information Security Procedures
https://www.uvm.edu/sites/default/files/UVM-Policies/policies/infosecurityprocedures.pdf
Movable Equipment Policy
https://www.uvm.edu/sites/default/files/UVM-Policies/policies/movable_equipment.pdf
Records Management and Retention Policy
https://www.uvm.edu/sites/default/files/UVM-Policies/policies/recordretention.pdf
Surplus Disposal Procedures
http://www.uvm.edu/surplus

Effective Date

Approved by the President March 26, 2018