



To: Deans, Directors, and Department Chairs

From: Jeffrey J. West

Date: June 10, 2005

Subject: Disposal of Surplus Equipment

University Policy 3-40 requires equipment which is no longer usable or no longer required by the University to be sent to the University Surplus and Salvage Department (US&S) for disposal. This includes equipment purchased for less than five thousand dollars (\$5,000). Departmental sale of university equipment or furniture, except to another university department or through the US&S Department, is prohibited. Hazardous material and equipment containing hazardous materials are disposed of through procedures established by the Environmental Health and Safety Department. Equipment owned by the federal government or acquired by the university with federal awarding funds, under the terms of a contract or grant for which the federal governmental retains title, must be disposed of according to the agency instructions. The Office of Sponsored Projects requests those instructions from the awarding agency and acts on them. Construction debris is disposed of according to the terms of the bid or contracts with the entity doing the work.

US&S recommends that excess equipment be turned in as soon as possible. Do not wait to gather enough equipment for a large truckload. Some surplus pieces lose value quickly, space is valuable, and it is easier and faster for University Salvage to remove the equipment.

It is the department's responsibility to eliminate from a computer's hard drive(s) all sensitive data, research data, and personal identification data, software programs and the operating system(s) to ensure privacy, security and compliance with software licensing agreements. US&S recommends using a "wipe" utility program to eliminate data on hard drives. The operating system commands or changing partitions are not always a foolproof means to erase information permanently.

US&S received 38, 095 pieces of excess equipment last fiscal year. Please keep sending your surplus to them. Please don't store it.