

University of Oregon Instructions for disposing UO surplus property

The University of Oregon (UO) is required to follow Oregon Administrative Rule ([OAR](#)) 580-040-0300 when disposing of surplus property. UO Surplus property is defined as all university property, including lost, mislaid or abandoned property, vehicles and titled equipment that is worn-out, obsolete or excess to the institution's needs, or otherwise unsuitable for intended use. UO departments are not authorized to sell or give away UO surplus property. Property purchased with funds that flow through the university (with the exception of agency funds) that is donated to the university is considered UO property. The steps to be performed when disposing of UO property are:

STEP ONE:

Posting property <http://surplus.uoregon.edu>

- If the property is in good condition, other departments on UO campus may need it. **Departments are required to post all working surplus property, e-waste and furniture, in good condition on the *UO Department Surplus Listing web site for three weeks.** Departments need to securely store the property for that period of time. (Do not place items in hallways or under fire escape stairwells).
- Departments that want to acquire the posted property will contact the disposing department directly.
 - The department offering the property is responsible for determining a price (there is no requirement for one UO department to charge another).
 - CPUs that are moving from one department to another must be cleansed prior to transfer. Surplus property can provide assistance.
 - If UO departments agree to exchange property and the:
 - Property is on Banner inventory records; complete Asset Maintenance Form at [Asset Maintenance Form](#) and forward to Property Control
 - Property is not on the Banner inventory records; the **transferring department must retain a copy of the transfer record showing** name of department transferred to and name of person receiving property.
 - The **identification of the person picking up the property** must be confirmed with the receiving department.
 - The receiving department should note in their minor equipment file that they received the property, and from which department.
- Departments should shop at **UO Department Surplus Listing web site** before purchasing property.
- UO departments can also post Wanted items at this site.
- Posting items to the surplus website
 - This is a self help site where departments list usable UO property to other departments
 - You do not need to log in if you are just shopping.
 - To post for the first time, you must register; after that you can click the log in.
 - Help link: <http://surplus.uoregon.edu/faq.php>. This link is on the top right corner.
 - The help link will guide you through the registration section and the posting process.
 - Log in link: This link is on the top right hand corner also.

DO NOT POST BROKEN OR NON-WORKING ITEMS.

STEP TWO:

Disposing property

E-WASTE property can be considered anything that plugs in or has batteries.

- If you still have e-waste property after posting to the surplus listing web site, complete an [UO Property Disposition Request Form \(PDR\)](#) online. *Do not make copies of this form for future use. The form is issued a new document number for each login.* Return the original printed signed form through campus mail to the UO Surplus Property Coordinator, Business Affairs Office Oregon Hall.

PDR form:

- If you have 4 working monitors, you can group them together on the same line.
- If you do not have one of the answers for the Asset Information, indicate N/A in that box.
- Keep the working and non-working items on separate lines.
 - Do not combine e-waste and furniture on the same PDR

REFRIGERATORS

- If in working condition and another department can use it (and only food has been stored in it)
 - Follow all the steps above
- If not working
 - FIRST: Contact the Office of Environmental Health and Safety 6-3192 so they can inspect and tag it
 - SECOND: Then complete a PDR

FURNITURE (see Property Information below)

For disposition or removal of furniture, a PDR is *not needed. Departments must contact Facility Services directly at 6-2319 to initiate a work order request

- * A PDR is needed if the furniture item was over \$5,000 at time of purchase

For property on Banner inventory records you must complete an [Asset Maintenance Form](#) and forward to the Property Control Coordinator.

HAZARDOUS WASTE MATERIALS

Please contact the Office of Environmental Health and Safety 6-3192 to collect hazardous waste materials in several categories for disposal, treatment or recycling for all University of Oregon departments. Please see their website for more information: <http://oehs.uoregon.edu/waste/>. (see Property Information below)

STEP THREE:

Pick up process

- After UO Surplus Property Coordinator has received the completed PDR form, the form will be forwarded to Facilities Services to schedule a pick up date and time. Please allow three weeks to receive a phone call from facilities services to schedule a pick up date and time.
- Items must be labeled SURPLUS
- Items must be labeled WORKING or NOT WORKING
- Someone must be available to sign that they are releasing custody of the property when the property is being picked up.

Q & A

Q: I submitted a PDR last week and now another department wants a few of the items that I posted on the surplus website. Do I need to resubmit another PDR?

A: NO, the submitting department can cross off the item(s) when facility services arrive to pick it up.

Q: I submitted a PDR last week and I have found another item. Do I need to submit another PDR?

A: Normally no. The department can add the item to the original PDR when a facility service arrives. If there are numerous additional items or a large item you can advise facilities services when they contact your department to schedule the pick up date and time.

ADDITIONAL INFORMATION

SELL UO PROPERTY

UO Surplus Property Coordinator is authorized to sell UO property on Ebay, State Surplus and Sealed Bids.

- STEP ONE above must occur first.
- UO departments are not authorized to directly sell or give away UO surplus property to outside parties. The process to sell items will be handled directly through the UO Surplus Property Coordinator on a case-by-case basis.
- BAO Surplus Property must be notified of all intended sales before items are stored in the surplus warehouse. There is a process put in place so the item(s) are not misplaced or put on a truck for disposal.
- BAO Surplus Property and Facilities Services coordinate the storing, and disposal of all surplus property.
- You must have prior approval from Facilities Services 6-2322 before hand delivering any surplus property to the warehouse.

DONATE UO PROPERTY

UO Surplus Property Coordinator is authorized to Donate UO property to non-profit recipients that qualify.

- STEP ONE above must occur first.
- Departments cannot contact a non-profit entity directly to find out if they would like state surplus property. If you know of a non-profit group that may be interested in UO surplus property you need to advise UO Surplus Property coordinator with the name of the non-profit group. If a non-profit group contacts you directly, please forward them to the UO Surplus Property Coordinator.
- For additional information see Donation Instructions, under Procedures at:
<http://baowww.uoregon.edu/propertycontrol/surplusproperty.htm>

R.O.S.E. (Reusable Office Supply Exchange)

This is a self-service program for surplus office supplies your office is in need of or no longer needs. These items help save money and time on ordering supplies for your department. Access the key via the English department's regular office hours (8:00-11:45am, 1:00-4:15pm, Monday-Friday). The English department is located on the first floor of PLC. Materials acquisitions are limited for use of University business only. Items are not for personal or home use. Do not deliver non-working, incomplete, torn or broken items; this is not a disposal site.

ROSE is a self-supporting service; you must make your own arrangements to deliver and pick-up items. Questions about delivering to or obtaining items from ROSE should be directed to 6-0961.

The below is a list of the accepted items you can pick up or deliver to ROSE

- Office items
 - Binders
 - Folders
 - Staples, and non electric staplers
 - Tape, and tape dispensers
 - Desktop organizers

SURPLUS FURNITURE WAREHOUSE

The Surplus furniture warehouse is located 2020 Franklin Blvd; corner of Franklin Blvd. and Orchard St. (formally the Romania Chevrolet Service Department) and is open from 12:30 p.m. - 1:00 p.m. Monday thru Friday. Departments may visit the warehouse to search for furniture items.

PROPERTY INFORMATION

E-WASTE

- Complete and forward a Property Disposition Request Form (PDR) to Surplus Property/Oregon Hall to schedule a pick up for
 - Items operated by electricity or operated by battery
 - Office machines (generally anything electrical)
 - Electronics - including computer parts or peripherals
 - Appliances – including fans, heaters, coffee makers, lamps, etc.
 - Typewriter or adding machine
 - Electrical broken parts, accessories and incomplete items

FURNITURE

- Contact Facilities Services 6-2319 to initiate a work order request to be picked up:
 - Furniture or furnishings
 - Chairs, desks, tables
 - Chalk boards
 - Chair mats, etc.
 - Scrap materials, including wood, metals, and plastics

CAMPUS RECYCLING

- Contact Campus Recycling 6-5275 to make arrangements to recycle:
 - Typewriter ribbons

- Toner or inkjet cartridges only
 - Empty (copier or printer) toner “tubes” or “bottles” can be disposed in a dumpster, as they are not recyclable
- Books
- Tyvek
- Media
 - CD’s
 - Floppies
 - Transparencies
 - cassette tapes

HAZARDOUS WASTE MATERIALS

- Contact the Office of Environmental Health and Safety 6-3192 to collect Hazardous Waste Materials:
 - Batteries, light bulbs and ballast lights
 - Municipal waste requiring treatment or special handling
 - Universal waste:
 - Biohazard waste
 - Regulated waste

Record retention

Record Copy: Property Control
Other Copies: Units
years for all other records

Retention: 4 years
Retention: Until Property resold or disposed for declaration and pick-up requests; 2

See: Equipment and Supplies Records (OAR 166-475-0030)

Disposal of computer and other electronic storage devices and media

To ensure compliance with federal and state statutes associated with confidential information, as required by the Health Information Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), all software/data in all computers or electronic storage devices needs to be removed / deleted prior to the disposal of such equipment.

Disposing of property obtained by gift

If a department obtains property by gift, and sells, exchanges, or disposes of the item within two years of receipt of the gift, the home department is required to file Form 8282 within 90 days of disposition, with a copy sent to the donor. This only applies to disposition outside of the University. IRS form 8282. Reminder! Contact UO Property Control Coordinator when an item is sold or transferred to ensure the item is removed from the surplus property list.

Disposal of federally owned property

Federally funded equipment, or equipment supplied by the Federal Government, may require release by the federal agency that provided the funds or the equipment. The UO Property Control Coordinator will facilitate obtaining any federal approvals required.

Trade-in of inventoried equipment for new equipment

A trade in of old equipment for new equipment must be reported to the UO Property Control Coordinator at 346-3163 or swanson@uoregon.edu to update the status of the old item. Complete an UO Property Disposition Request (PDR) indicating that the disposal is a "trade-in" for a new piece of equipment.

Stolen equipment

In the event that UO property is damaged or stolen, contact the UO Risk Coordinator at 346-3190 or shereej@uoregon.edu. For losses that occur on campus notify the Department of Public Safety. For losses off campus contact the local police. For inventoried items, the UO Risk Coordinator will require the department to complete and forward an UO Property Disposition Request (PDR) and a claim form.

Method of Disposal; Eligibility to Acquire

OAR 580-040-0310

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_040.html

(1) The Chancellor's Office or institution will use a method of disposal that is cost-effective, taking into account the costs of disposal and the potential for financial return. Disposal methods include, but are not limited to, exchanges, trade-ins, auctions, sealed bid sales, scrapping, fixed price retail sales, donation to other state agencies, Oregon political subdivisions, public non-profits, web-based auctions or sales and, for scrap, transfer for no valuable consideration.

(2) No current or former employee or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process.

(3) All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. A purchaser or disappointed bidder will have no recourse against the State of Oregon, the Oregon University System, an institution, or any of their officers, employees, or agents. All sales will be final.

(4) The Chancellor's Office or institution may provide that payment may be made by credit card, cash, cashier's check, personal check, wire transfer, or money order.

(5) Surplus property paid for, but not claimed with the time specified in the sales terms and conditions will be conclusively considered the property of the Chancellor's Office or institution and may be disposed of in compliance with these rules.

(6) Title to surplus property or scrap is transferred to the purchaser when the Chancellor's Office or institution makes the item available to the purchaser either by the purchaser, purchaser's agent, or purchaser's or institution's designated shipper taking possession of the item. Surplus property must be paid for in full before the institution or Chancellor's Office will make it available to the purchaser. Purchaser assumes all responsibility, including risk of loss or damage, for the item when title is transferred.