Background

To comply with state and federal regulations and governmental accounting standards, the university must maintain accurate asset records from acquisition through final disposition of an asset. This policy addresses disposition of moveable and fixed assets that no longer fulfill the purpose for which acquired.

Definitions

Moveable asset – Consists of tangible personal property that can be moved without impacting the building. Common categories include furniture, office equipment, computer hardware, audio/visual equipment, scientific equipment, and vehicles.

Fixed asset – Includes permanently attached building fixtures and equipment that cannot be removed without disrupting the building. Common categories include lab fixtures, light and plumbing fixtures, mechanical equipment, and safety and security equipment.

Policy

Organizational units are responsible for stewardship and proper disposition of assets under their control. The organizational unit is responsible for obtaining approval for disposition of an asset under its control from Asset Management and/or Surplus Management prior to actual disposition. The standard procedure is to send all assets to Surplus Management for disposition. Asset Management, in conjunction with Surplus Management, is responsible for determining the correct method of final disposition of assets taking into consideration applicable laws, secure IT waste destruction procedures, sustainability and recycling efforts, hazardous waste considerations, radiation safety requirements, and sponsored programs contractual obligations. *Final approval for all asset dispositions is the responsibility of Asset Management and Surplus Management.*
Method of Asset Disposition

The method of asset disposition approved by Asset Management and Surplus Management will consider the most cost effective method that provides the greatest return to the university.

SURPLUS MANAGEMENT DISPOSITION METHODS:

- Redistribute within the university for reuse to avoid the cost of purchasing new
- Sell via on-line auction
- Send to environmentally correct recycling vendor
- Direct disposal after other options exhausted

ASSET MANAGEMENT DISPOSITION METHODS:

- Trade-in (towards purchase of new equipment)
  - Vendor quote required
- Direct Sale (typically specialized equipment)
  - Sales agreement contract required in ESM
- Gift/Donate (typically specialized equipment)
  - Donation agreement contract required in ESM

Employee Purchases

UC employees may purchase surplus assets via an on-line auction. This ensures a fair and impartial process.

Organizational Units may initiate a sales agreement contract in ESM to sell assets to UC employees.

Information Security Considerations

University information system assets are required to be disposed of in accordance with Federal National Institute of Standards in Technology (NIST) guideline 800-88. Information system assets include the storage media and the devices used to create, process, or transmit this information. When storage media are transferred, become obsolete, or are no longer usable or required by an information system, the disposal of these systems must be coordinated through Asset Management and Surplus Management in cooperation with UC Information Security.

Hazardous Waste Considerations

The university’s Environmental Health and Safety Office (EH&S) guides the disposal of (non-radiation generating) hazardous materials. These include:
• Laboratory equipment that was used in conjunction with and may be contaminated by hazardous materials (chemical, biological, etc.).
• Electronic waste (such as computers, monitors, fax machines, copiers, cell phones excluding batteries, telephones, and television sets).

The disposal of hazardous materials must be coordinated through Asset Management and Surplus Management in coordination with EH&S.

**Radiation Safety Considerations**

Radiation generating equipment cannot be transferred or disposed of without written approval from the university’s Radiation Safety Office (RSO).

• Approval from the university’s RSO must be received prior to any transfers of radiation generating equipment within the university (i.e. from Uptown Campus to the Service Building).
• The disposal of radiation generating equipment must be approved by UC’s RSO and coordinated through Asset Management and Surplus Management.

**Sponsored Programs Contractual Obligations**

Any asset acquired, fabricated or government furnished with grant or contract funding is titled either to the university or to the sponsor.

Disposition of sponsored program assets must meet all university and sponsor requirements and be approved by Sponsored Research Services before Asset Management and Surplus Management will give final approval.

In the event of relocation of a Principal Investigator (PI) to another institution, the PI may be permitted to transfer the equipment from his or her ongoing grants or contracts with prior approval of Sponsored Research Services and the completion of the official SRS relinquishing statement. Additionally, it is the PI’s responsibility to ensure that all university asset disposition requirements are met.

Failure to comply with this policy may result in disciplinary actions up to and including termination.

Organizational units may institute policies more, but not less, restrictive than this policy (2.1.15) if desired.
Related links:

Asset Management
Surplus Management
Capital Assets Policy (2.1.13)
Environmental Health and Safety
Information Security
NIST Guideline 800-88
Radiation Safety
Sponsored Research Services

Phone Contacts:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>556-3152</td>
</tr>
<tr>
<td>Surplus Management</td>
<td>556-5654</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td>556-4968</td>
</tr>
<tr>
<td>Information Security</td>
<td>558-4732</td>
</tr>
<tr>
<td>Radiation Safety Office</td>
<td>558-4110</td>
</tr>
<tr>
<td>Sponsored Research Services</td>
<td>556-4817</td>
</tr>
</tbody>
</table>