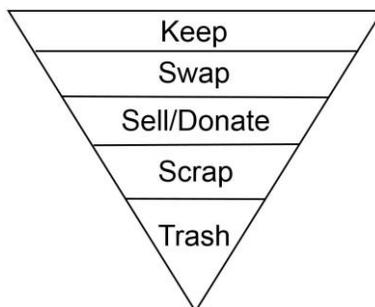


Policy on University of Southern Maine Surplus & Moving Items

Last Updated on 9-17-18

Overview

This policy is designed to minimize costs, maximize the safety of employees and visitors, and maximize environmental protection as it relates to University-owned surplus. To pursue these goals, this policy helps to reinforce the surplus hierarchy:



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“Surplus” is defined as items that departments want to dispose of that are still usable and that were purchased with University of Southern Maine funds (or grants given to the University). Surplus is considered University of Southern Maine property, not personal property. As such, the disposal of those items is subject to defined procedures. The University will honor special outcomes for items where grant money stipulated their use.

Items that were purchased by the University of Maine System are considered University of Maine System property. If System departments owning those items want those items to move or be disposed of on the University of Southern Maine campus, then they must follow this policy.

The “Online Swap” referred to in this policy is an online forum board that lives within the USM Portal that was put in place by the IT department in 2018. It is USM’s primary mechanism for re-purposing Surplus between departments at USM.

This policy specifically does not pertain to Real Property as defined in Board of Trustee policy manual Section 802, Disposition or University as Lessor of Real Property. Real Property is defined as land and/or the buildings or other improvements located on the land.

The disposition of other types of property is ultimately left to the Treasurer and General Counsel for review and ultimate approval. This policy is approved by Ryan Low as of September 20, 2018

¹ “Keep” means trying to use existing items for as long as possible, so long as they are functional (this is the preferred strategy). “Swap” is the second best strategy and means putting unwanted items on the Online Swap. “Sell/Donate” is the third best strategy and entails posting the items for sale or donation to private parties. “Scrap” is the fourth best option and means selling the items for scrap value to metal recycling or wood recycling companies. “Trash” should only be the final resort and means landfilling the item or having it burned at Eco-Maine.

Categories of Surplus

Surplus is broken into three categories, with different rules governing the handling of each. The rules will be discussed in the next two sections of the policy:

- Category 1 items are low weight and low value, such as notebooks, binders, pens, and computer monitors. These items are 20 lbs or less and are worth less than \$500.
- Category 2 items are high weight and low value, such as desks, chairs, filing cabinets and bookcases. These items weigh between 20 and 500 lbs and are worth less than \$500.
- Category 3 items are high value (defined as potentially worth \$500 or more) or high weight (defined as potentially weighing more than 500 lbs). These items may include microscopes, engine lathes, and nice wooden furniture in great condition.

Non-surplus property includes the following:

- Personal property that belongs to individuals is not covered by this policy and is not considered surplus. Therefore, it cannot be posted on the Online Swap.
- University-owned items that weigh less than 20 lbs, were purchased for significantly less than \$5,000 and are no longer usable such as a broken file organizer may be disposed of in the recycling or trash, unless they contain hazardous material, such as light bulbs, batteries, and other electronic waste.
- University-owned light bulbs, batteries and electronic waste can be handled through a Work Order to Facilities Management.
- Material more hazardous than light bulbs, batteries, and electronic waste, such as a container of ammonia or samples of blood must be handled through the Environmental Health & Safety Department as part of a dedicated hazardous waste management plan.
- Large, bulky items that are no longer usable, are non-hazardous and were purchased for significantly less than \$5,000, such as a broken desk or a broken chair can also be handled through a Work Order to Facilities Management.

Disposing of Surplus

All University property that is still useful and is no longer needed by employees (except computers and vehicles)² must be placed on the Online Swap for the maximum amount of time possible, but not to exceed 30 days.

With the exception of special cases, all employees are expected to post surplus University property on the Online Swap and are referred to as Givers in this policy.

Employees interested in taking items they find on the Online Swap (referred to as Takers) can claim those items for University business use. Nobody is allowed to take items off the Online Swap for personal, private use.

Surplus Sales or Donations

Only after items have been placed on the Online Swap, or have met a deadline determined by Facilities Management, can they then be sold or donated. All sales or donations will be handled by Facilities Management.

Expired category 1 items are free to the University Community through the Free Store and Free Shelves maintained on campus.

Expired category 2 items will be sold or donated to furniture companies or charities, salvaged for recyclable parts by the University or disposed as demo. The University no longer sells or donates small amounts of furniture to individuals due to the high safety risk of moving these items and the extra University time and money to process these small dollar amount requests. The University does not store category 2 items after they have expired from the Online Swap.

Expired category 3 items³, including vehicles, will be sold or donated to individuals, companies, or charities. The University will always prioritize sales over donations, and donations over landfilling, provided safety is not a factor. Therefore, Facilities Management will work to find the best deal possible. Items that are potentially worth over \$1,000 will be auctioned, silently or not, via online platforms or in person. Vehicles will be either auctioned or traded-in to dealers, regardless of their value. In cases where no bids were proposed and no trade-in deals were identified, then the vehicles will be sold or donated to a junkyard for scrap value. Items that are likely worth less than \$1,000 may be sold without public bidding, so long as Facilities Management staff feel they have found the best deal for the item that fits into the timeline for departure.

² In the case of computers, laptops, and iPads, employees must contact IT for disposal. In the case of vehicles, employees must request disposal from Facilities Management. Mobile equipment, like tractors, are considered "vehicles" under this policy.

³ Computers, laptops and iPads cannot be sold to the general public, and will only be considered for sale to the employees who used them in special cases where the department no longer needs them.

Sales of a category 3 item to the employee who used that item as an employee are allowed. In cases where this is desired, the item first has to be posted on the Online Swap to allow the University a chance to make use of this item. If the item is not swapped, or if the item is a computer, laptop or i-pad (which cannot be swapped), then it may be available to the employee, after the department head writes a brief note or email to the Sustainability department declaring that the item is no longer needed by the customer's department. If the customer is the department head, then their supervisor has to write the note or email. The sale price of that item will then be determined by the Office of Sustainability after researching similar items online and consulting any knowledgeable USM departments.

All sales or donations of any item from any category are final, as is, with no warranties and no returns allowed. All sales or donations require completion of the FM Salvage Agreement before the item is removed from campus. The FM Salvage Agreement serves as a bill of sale, a release of liability, and a declaration of no warranty.

All sale revenue will go into the University's surplus revenue account to be used by the University.

Moving Surplus

For Public Sales

When items are sold to companies, non-profits, or individuals, the FM Salvage Agreement must be signed and dated by all applicable parties before the item is collected and moved off campus.

Facilities Management will determine the available options for acquiring and moving the item being sold on a case-by-case basis. At most, there will be three options provided:

- 1) Trained Facilities Management staff will load the item themselves into the customer's vehicle. Additional charges may apply.
- 2) The customer may hire a University-approved moving company. A list of those moving companies can be obtained by contacting the Sustainability Education & Outreach Coordinator.
- 3) The customer may remove the item themselves.

In all cases, all customers, or customer affiliates helping to move an item, are required to sign and date the FM Salvage Agreement.

For Internal University Swap

To move category 1 items from the Online Swap, the Giver or Taker of the item may move the items themselves if the items are less than 20 lbs, or they may submit a Facilities Work order to have them moved.

Successful swaps of category 2 and 3 items require that a Work Order be completed by the department taking the item. Costs of moving will then be charged to the Taker.

If category 2 or 3 items expire on the Online Swap without being swapped, then the Giver of the item must submit a Facilities Work order to dispose of them, assuming they don't want it in an office or room anymore. The Giver's department will be charged for the costs of moving, and if applicable, disposal. Facilities Management will then take possession of the items and process them.

After a Work Order has been submitted, Facilities Management will determine the most appropriate way to move the item.

More details on procedures for the Online Swap can be found on the Office of Sustainability's Guide to the Online Swap: <https://cms.usm.maine.edu/sustainability/guide-online-swap>

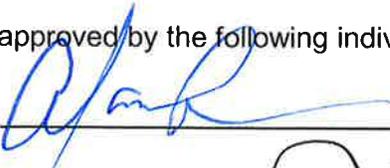
Moving Offices

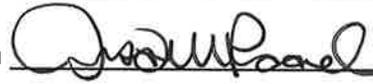
To move University items as part of an office move, the first step is to fill out a Move Request Form at the beginning of the move process, in order for Space Committee to review the request and for the Move & Operations Coordinator to be assigned your case. Moves must be done in accordance with Space Committee's procedures. The form and those procedures are available on the Campus Moves webpage here: <https://usm.maine.edu/sustainability/campus-moves>

When University items from an office move are moved, they will be done so by either Facilities Management or a qualified move company contracted by Facilities Management. Moves and heavy lifts cannot be done by un-trained staff who do not have appropriate lifting requirements in their job descriptions.

The University does not move personal, non-university items belonging to individuals. By extension, the University also does not move personal, non-university items to offsite locations or from offsite locations to campus.

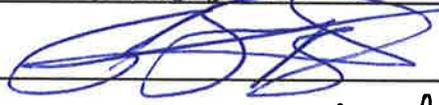
This policy has been reviewed and approved by the following individuals:

University System Risk Manager  _____

DFM Assistant Director of Finance & Administration  _____

DFM Assistant Director for Sustainable Programs  _____

DFM Executive Director  _____

Chief Business Officer  _____

Vice Chancellor for Finance & Administration  _____