

LABWIDE GENOP 1005
Disposing of Supplies and Equipment
Wisconsin State Laboratory of Hygiene
Labwide

1.0 PURPOSE

- 1.1 The purpose of this SOP is to establish the proper disposal of supplies and equipment that are no longer needed by the WSLH. UW Purchasing Policy provides that UW Purchasing Services has the sole authority for disposal of surplus and abandoned property at UW-Madison, other than titled and licensed vehicles (see 5.3).
- 1.2 This means that individual employees may NOT take possession of supplies or equipment that the WSLH no longer needs. The WSLH Building Services Department at Henry Mall (HM) and the Shipping and Receiving Department at Agriculture Drive (AD) have responsibility for coordinating the proper disposal of supplies and equipment no longer needed by the WSLH.

2.0 SUMMARY

- 2.1 The procedure gives instructions to supervisors regarding submission of items to SWAP via HM Building Services or AD Customer Service staff. WSLH Accounting will conduct an equipment inventory bi-annually in January (on even years) or as required by UW.

3.0 DEFINITIONS

- 3.1 SWAP: The UW-Madison's Surplus With A Purpose program. This is a multi-faceted surplus property disposal operation. SWAP serves all UW-Madison departments and State of Wisconsin agencies located in the Madison area. UW-Madison Purchasing Services (of which SWAP is a part) is designated by Wisconsin's Department of Administration as a delegated authority for disposing of the State's surplus property.
- 3.2 Surplus: Any equipment or supplies purchased by WSLH that are no longer needed. All unused property must be considered surplus. SWAP will not collect unsalable items, consult with HM Building Services or AD Shipping and Receiving if you are not sure if your materials should be surplus or put in the dumpster.

4.0 PROCEDURE

- 4.1 WSLH supervisors will identify items that are no longer needed for laboratory operations.
- 4.2 Complete the Description of Supplies and Equipment for Disposal form (**Appendix 1**) and attach to a Facilities Management Footprints ticket; DO NOT submit forms directly to SWAP.

- 4.2.1 Include the UW Capital Equipment tag number that begins with the letter “U” for capital equipment, and include the manufacturer’s decommissioning form (usually found on their website).
- 4.2.2 Include the manufacturer’s serial number for non-capital equipment.
- 4.2.3 HM Building Services or AD Shipping and Receiving staff will add UW Accounting as a cc to the Footprints ticket so that the surplus can be removed from Great Plains if needed or transferred to a different unit if arranged, and UW Property Control will be notified to update their records.
- 4.3 HM Building Services will complete the Surplus Equipment Evaluation form (**Appendix 2**) if needed and may ask for your help or confirmation and then attach to the Footprints ticket.
 - Information on purchase price and date can be obtained from WSLH Accounting.
- 4.4 The HM Building Services or AD Customer Service staff will contact the requesting supervisor to arrange for a specific day and time to retrieve the materials.
- 4.5 At the scheduled time staff will report to the requesting supervisor, review the request, and take custody of the surplus material and move it to a secure area.
 - 4.5.1 HM secure area: Room 109
 - 4.5.2 AD secure area: Room 017
- 4.6 When an appropriate amount of surplus has been collected, HM Building Services staff will submit a request to UW SWAP for a pickup at <http://www.bussvc.wisc.edu/swap/pick-up.html> . Records of all transactions will be maintained in the Footprints ticket.
- 4.7 Destruction of any items that involve electronic or paper records must be in compliance with applicable RDAs (see reference 5.2).
- 4.8 WSLH Accounting will conduct an equipment inventory bi-annually in January (on even years) or as required by UW.
 - 4.8.1 A list of capital assets by department will be sent to departmental contacts.
 - 4.8.2 Each department will indicate any listed fixed assets that are no longer WSLH property.
 - 4.8.3 WSLH Accounting will remove any disposed assets from Great Plains and notify UW Property Control so they can update their records.

5.0 REFERENCES

- 5.1 The UW SWAP (Surplus With A Purpose): <http://www.bussvc.wisc.edu/swap, swap@bussvc.wisc.edu>, (608) 497-4440, 1061 Thousand Oaks Trail, Verona, WI 53593.
- 5.2 WSLH, LABWIDE GENOP 1002, “Records Storage and Disposal.”
- 5.3 University of Wisconsin Purchasing Policy, Disposal of Surplus University Property, number PPP18. <http://www.bussvc.wisc.edu/purch/ppp18.html>

6.0 REVISION TRACKING:

Revision Date/By Whom/What Items:
2/14/06 by Barb Hensen/Blake Speaker. Change: documents to be returned to Bldg. Services rather than SWAP.
August 22, 2007/Jennifer Gabrich/ Formatting/Version 1.3
2/20/08 Blake Speaker, Change UW Form to Appendix 3. 3.2,3.7,3.8
5/20/09, S.D. Hill, outline formatted, added links to UW policies and deleted policy copies from SOP, added required sections, address updates.
6/22/09 Tim Watkins. Added definition of surplus to section 3.0. Simplified steps in section 4.0: Capital Equipment Surplus versus Non-capital Equipment Surplus. Merged several steps into section 4.5. Removed reference to the Purchasing Policy and Procedure for the Disposal of Surplus University Property (PPP18) in section 5.0. Removed the Surplus Property Pick-up Request Form
10/23/12 (annual review, no new revision) Blake Speaker: 4.2—removed ≥, replaced with “Current estimated value greater than”; 4.2.3—added “Do not submit forms directly to SWAP”; 4.3—removed <, replaced with “Current estimated value less than”; 4.2.3, 4.3.2—inserted hyperlinks to email HM building services. Several other minor edits of forms.
10/2/13 annual review (no new revision): Added to 4.3.1. <i>Appendix 1 is not required for items valued less than \$5000.</i> Minor edits to forms
3/18/2014 special update following required UW equipment inventory. Combined capital and non-capital equipment listing into one form, switched Appendix 1 and 2. Removed distinction of < or > \$5000. Added bi-annual equipment inventory requirement.
1/8/2015 Steve Marshall. Updated to reflect separation of duties and secure storage areas for HM and Ag Drive. 8/6/2015 Supervisor CC Team. Updated to include equipment transfers to other units and use of manufacturer’s decommission forms. Consolidated appendix 1 form. Applied SWAP process to FootPrints. Ver. 3

7.0 Appendix 1 - Description of Supplies and Equipment for Disposal

The University can only return the net proceeds from the sale of these items to your department if the following statement is true for items valued over \$75:

The assets being sold were originally purchased with grant or gift funds; OR the assets being sold are being replaced; OR they have recently been replaced; OR the functionality has been replaced.

True ☐ False ☐

Quantity	Description of supplies or equipment	UW Inventory ("U") Number	Manufactur's Serial Number	Estimated Current Value	Original Purchase Price	Original PO / Req. Number	Condition

For information on what SWAP will accept for pick-up, please see <http://www.bussvc.wisc.edu/swap>.

Complete all fields if known. If printed, the department should retain the original and email a scanned copy to HM Building Services.

8.0 Appendix 2 - Surplus Equipment Evaluation Form

(Completed by WSLH HM Building Services)

Date:

1. Listed below is the item for disposal. Include a detailed description, model name, model number, serial number, UW Inventory number and general commodity category.

UW Capital Equipment tag number _____

DEPARTMENT: Wisconsin State Laboratory of Hygiene UDDS:A-52-_____

MD number: _MD_____

WSLH Contact:

Room/Bldg:

Phone:

2. **CONDITION OF EQUIPMENT:**

For each item being offered, have answers to the following questions, in addition to the decal information above:

Date Purchased (age of equipment): _____

What was the original purchase price? _____

Equipment is in working order: Yes ____ No ____

Equipment is currently under a maintenance agreement: No ____ Yes ____ - If yes, what is the PO #

Is a spec sheet available which identifies the equipment and what it does? Yes ____ No ____

Where is the equipment located: _____

Are there any times when equipment is not available for viewing? Yes ____ No ____

If yes, when? _____

Are Handbooks and operating manuals available? Yes ____ No ____

If NO, what do you know about the condition? What isn't working correctly? _____

What is the estimated market value: _____

Is there a minimum bid you will accept? Yes ____ No ____

If yes, what is it? _____

LABWIDE GENOP 1005
Ver. 3
Effective 02/18/2016
Replaces Ver. 2, April, 2014
Page 6 of 6

9.0 Signature Page

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