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## Surplus Policies

UGA Asset Management and Surplus policies can be found in the [UGA Policy Library](#). USG institutions are required to follow the policies and procedures set by the University System of Georgia and Georgia Department of Administrative Services (DOAS) Surplus Division.

## What is Surplus Property?

The Georgia Department of Administrative Services (DOAS) Surplus Division defines surplus property as non-consumable *personal property* that the state no longer requires.

*Personal property* is defined as “any fixed or movable tangible property used for operations, the benefits of which extend beyond one year from the date of acquisition.” Essentially, personal property refers to any item that is owned by the state, and is not real estate, regardless of acquisition cost or method.

All UGA Surplus Property disposals must be approved by UGA Surplus Staff and Georgia DOAS Surplus Property Division prior to the physical disposition. Only UGA Asset Management staff members are authorized submit a disposal request to Georgia DOAS Surplus.

## Where do I send Surplus UGA equipment?

Units located on or around the Athens campus should send surplus equipment to the UGA Surplus Warehouse located in the Chicopee Complex at 120 First Street, Athens GA 30602. Please have the [Surplus Transfer Form](#) completed prior to dropping off any surplus equipment and retain a copy of this completed and signed form in your department’s inventory records.

Surplus property, in usable condition, can be posted to the [UGA Surplus Marketplace](#). This is a great opportunity to be good steward of our resources.

An FMD Work Request can be submitted to [FMD Support Services](#) if your unit needs assistance with delivering the surplus equipment to the Surplus Warehouse.

If your department has a large quantity and/or oversized surplus equipment, please contact [surplus@uga.edu](mailto:surplus@uga.edu) to discuss and plan the drop off. It is recommended to surplus items often and not store or accumulate excess surplus property.

Units outside the Athens campus can email surplus at [surplus@uga.edu](mailto:surplus@uga.edu) for advice on how to manage surplus property. Options are available in each area.

## Surplus Marketplace

The goal of the [Surplus Marketplace](#) is to advertise unneeded or surplus supplies, equipment and furniture internally within UGA. The Surplus Marketplace should be the first stop when your unit has

excess items. Only items purchased and owned by the University can be posted to the Surplus Marketplace, likewise, items obtained via the Surplus Marketplace can only be used for official University business and/or research.

Please remember to update the [custodial information for inventoried assets](#) if transferring departments.

To receive email notifications when items are posted to the UGA Surplus Marketplace, subscribe to the Surplus Listserv by submitting this form: [Subscribe to the Surplus Listserv](#).

If you currently receive email notifications and would like to unsubscribe so you no longer receive the Surplus Marketplace email notifications, send an email to [UGA-SURPLUS-L-signoff-request@LISTSERV.UGA.EDU](mailto:UGA-SURPLUS-L-signoff-request@LISTSERV.UGA.EDU)

## FMD Support Services

*Need assistance in moving or having surplus equipment delivered to the UGA Surplus Warehouse?* First, please submit an FMD Work Request by visiting <https://readyfmd.fmd.uga.edu/ready/>. Then select the Surplus Property tile. Second, please complete the [Surplus Transfer Form](#) and attach it to your request.

For more information on the cost associated with this service, please visit the [FMD Support Services website](#).

## Batteries

Battery waste on campus is managed by the Environmental Safety Division. Battery Recycling Station locations can be found [here](#). Batteries are part of UGA's [Universal Waste program](#) and must be disposed of accordingly.

For questions or assistance with battery disposal on campus or to request pickup of a large number of batteries, please contact the [Environmental Safety Division](#) at [hazmat@uga.edu](mailto:hazmat@uga.edu) or 706-542-5801.

## Consumable Supplies & Materials

Reusable supplies and materials can be posted to the [UGA Surplus Marketplace](#) if in good working condition. To reduce waste to landfill, please contact Waste Reduction Services for reuse and specialty recycling options for used supplies and materials. Items used inside labs should not be placed in the standard recycling receptacles. Used supplies and materials should be recycled, if possible, before being placed in trash bins. Please consult with [FMD Waste Reduction](#) or on the proper recycling method for supplies by emailing [waste-reduction@uga.edu](mailto:waste-reduction@uga.edu) or submitting an FMD Work Request ATTN: Waste Reduction Services.

Also refer to the [Glassware section](#) for best practices for lab glass.

Please consult with UGA Surplus staff if you have large quantities of good and reusable supplies and need assistance with disposal.

## Decontamination of Surplus Lab Equipment

Please consult the [Laboratory Equipment Decontamination Guidelines](#) before the relocating or the surplus of lab equipment. [Decontamination tags](#) must be filled out by appropriate staff and placed on equipment prior to FMD Support Services pickup or delivery to the UGA Surplus Warehouse.

Most lab equipment, such as biosafety cabinets, have specific procedures that must be followed before the equipment can be moved. Departments are responsible for reviewing the [UGA Biosafety Manual](#) and ensuring these procedures are followed. Contact the [Office of Research Integrity and Safety](#) for specific questions regarding lab safety procedures.

## Fire Extinguishers

Contact the [Environmental Safety Division](#) for any questions about fire extinguishers in university buildings.

## Furniture

Surplus furniture that is in good condition can be posted to the [UGA Surplus Marketplace](#). If not claimed, the furniture can be delivered to the UGA Surplus Warehouse. In the event your unit has a large quantity or oversized furniture, please consult with UGA Surplus on the best course of action.

[FMD Support Services](#) can assist with moving surplus furniture.

University furniture should not be disposed of unless authorized by UGA Surplus.

## Glassware

Consult with the [Green Labs Program](#) if you have excess lab glassware. Glass should be recycled and does not need to be delivered to the UGA Surplus Warehouse.

For questions about managing broken lab glass in your lab, please contact the [Office of Research Integrity and Safety](#) at 706-542-9088; or additional information about this process can be found in the [Sharps, Glassware and Pointed Plastic Disposal Policy. \(PDF\)](#)

## Heavy Machinery

Tractors, farm machinery and outdoor heavy equipment are processed in a comparable manner to vehicles. Typically, the surplus process for large and/or heavy will take place on-site and the machinery does not need to be relocated. Unused machinery that no longer has use at UGA should be reported to surplus as soon as possible.

## Ink & Toner

The first and best option is to use the package and included return mailing label that came with your replacement cartridge to send the empty one back to the manufacturer. Otherwise, you may send cartridges to be recycled to [Mail & Receiving Services](#).

## IT & Computer Equipment (Laptops, Desktop PC's, Data Storage Devices)

As a best practice, any devices containing data should be erased or wiped when no longer needed or used. The [Office of Information Security](#) has a [policy](#) on the definition of sensitive data and how to handle end point devices. Surplus has a hard drive degausser that units can use for hard drives.

All IT equipment and electronics should be sent to surplus. Departments can drop off surplus IT equipment or submit a work request to [FMD Support Services](#). All devices must be documented on a [Surplus Transfer Form](#).

After being received at the UGA Surplus Warehouse, electronics and IT equipment are recycled through the mandatory Georgia DOAS recycling program. Per Georgia DOAS Surplus, the contract requires that all disposals conform to US Environmental Protection Agency (EPA) regulations and that all data storage devices are destroyed in a way data is unrecoverable. Essentially, all electronics are de-manufactured (shredded) to their base components (plastic, metal, glass, etc.) that are then recycled. Use of the DOAS contract is mandatory.

## Lab Closing and Relocation

Lab decommissioning & relocation guidelines can be found on the [Office of Research Safety website](#). It is normal for surplus equipment to be identified during lab closing and/or lab moves. Please be sure to follow the property surplus procedure prior to closing any labs or moving out of any spaces. No equipment should be left or abandoned in closed labs.

## Lab Plastics

The [UGA Green Labs program](#) has guidance on the disposal of lab plastics. Please email [greenlab@uga.edu](mailto:greenlab@uga.edu) for additional questions. Additional information can be found in the [Sharps, Glassware and Pointed Plastic Disposal Policy. \(PDF\)](#)

## Lightbulbs

Compact Fluorescent Lamps (CFLs) and light bulbs are managed by the Environmental Safety Division as part of the [Universal Waste program](#).

For assistance with disposing bulbs and lamps on campus, please contact the [Environmental Safety Division](#) at 706-542-5801.

## Metal

Please consult with [FMD Waste Reduction](#) if you have scrap metal. Metal furniture and/or equipment should be sent to UGA Surplus.

## Refrigerators/Freezers

Freezers & refrigerators must have the freon removed prior to being disposed of. Any equipment, including freezers and refrigerators, which contain freon should be delivered to the FMD Operations & Maintenance unit at the Health Science Campus (100 Conrad Road, Athens GA 30602). A [FMD Support Services work request](#) can be submitted if needed.

## Trade-in

The [trade-in of equipment](#) to a vendor for similar or like-kind equipment is allowed. The trade-in of equipment is highly recommended since it can result in cost savings when purchasing new equipment.

A vendor quote is required detailing the benefit of the trade-in (discount toward a new purchase, avoidance of removal cost, etc.). Georgia DOAS Surplus must approve all trade-in of equipment and will issue what is normally referred to as a “V#” when approved. The “V#” documentation can be obtained by emailing a copy of the vendor quote to [property@uga.edu](mailto:property@uga.edu). Quotes are usually reviewed and approved by Georgia DOAS within 2-3 business days, dependent on the number of pending submissions.

## Vehicles

State vehicles, once no longer needed or operable, are processed through UGA Surplus in coordination with UGA Fleet Management and Georgia DOAS Surplus. Our team works with the [UGA Auto Center](#) to obtain the necessary documents to begin the state surplus process. Vehicles located near the Athens campus can be delivered to the UGA Auto Center for processing. Please disclose any known issues when the vehicle is ready for surplus. Vehicles must be emptied of all departmental & personal items before surplus processing can begin. Missing documentation, such as titles, can result in the delay of processing surplus vehicles.

Vehicles that are outside the central campus in Athens can be processed on-site and do not have to be delivered to the UGA Auto Center. Please email [surplus@uga.edu](mailto:surplus@uga.edu) to begin the surplus process for vehicles.

## FAQ's

### **Can I throw away my old office chair?**

- No equipment or furniture should be disposed of prior to consulting with Asset Management Surplus staff.

### **Can I purchase my old surplus laptop from UGA?**

- UGA surplus cannot be resold directly to UGA employees. Surplus IT equipment is not sold or auctioned due to data security concerns.

### **Can I bid on state surplus auctions?**

- Yes! Employees can take part in state surplus public auctions by visiting <https://www.govdeals.com/>. These auctions are managed by Georgia DOAS Surplus Division and not UGA.

### **Can I donate UGA equipment/furniture to non-profit organizations?**

- In some scenarios, registered 501(c)3 organizations may be eligible for donations of UGA equipment after the equipment is approved for disposal by Georgia DOAS (this does not include IT equipment). Please contact UGA Surplus Staff for additional questions as UGA is required to follow the Georgia DOAS procedures for disposals, including donations.

### **What happens to UGA surplus?**

- There are several options for surplus property. Our staff collaborates closely with Georgia DOAS to determine the best disposal method. A few examples are below, ordered based on recommended priority. Sending furniture or any equipment to the landfill is always the last option.
  - Redistribute within UGA
  - Redistribute within USG
  - Georgia DOAS Surplus will auction the equipment
  - Donate to 501(c)3 / Non-profit (for furniture and non-IT equipment)
  - Recycle: (e-Waste & IT Equipment) is recycled through a [mandatory state contract](#))
  - Landfill

### **Do non-inventoried items need to be sent to surplus?**

- Yes! All UGA owned equipment regardless of cost, acquisition method or inventory status must be sent to surplus or approved for disposal by UGA surplus staff and Georgia DOAS Surplus Division.

## Additional Resources and Contacts

Department	Role	Phone	Email
<a href="#">Biosafety</a>	Provide risk assessment for biosafety cabinets' relocation; provides guidance for laboratory decontamination and disposal of biohazardous waste; provides training to personnel that transport biohazardous materials.	706-542-7265	<a href="mailto:biosfty@uga.edu">biosfty@uga.edu</a>
<a href="#">Radiation Safety</a>	Dispose of radioactive waste upon request.	706-542-0107	<a href="mailto:radiation-safety@uga.edu">radiation-safety@uga.edu</a>
<a href="#">Research Safety</a>	Receive Laboratory Closing/Relocation Forms for small scale changes and consult with PIs on chemical inventories / transfers.	706-542-9088	<a href="mailto:researchsafety@uga.edu">researchsafety@uga.edu</a>
<a href="#">Environmental Safety</a>	Dispose hazardous waste upon request.	706-542-5801	<a href="mailto:hazmat@uga.edu">hazmat@uga.edu</a>
<a href="#">FMD Support Services</a>	Provide consultation for upcoming moves and transport laboratory equipment.	706-542-6742 706-542-7582 706-542-5129	<a href="mailto:kevindw@uga.edu">kevindw@uga.edu</a> <a href="mailto:Jcdemp@uga.edu">Jcdemp@uga.edu</a> <a href="mailto:randye1@uga.edu">randye1@uga.edu</a>
<a href="#">Asset Management</a>	Provide support and guidance on UGA and Georgia DOAS surplus property policy and procedures.	706-542-4390	<a href="mailto:surplus@uga.edu">surplus@uga.edu</a>
<a href="#">Green Labs Program</a>	Facilitate reuse, recycling, or donation of unwanted lab materials.	706-542-7884	<a href="mailto:greenlab@uga.edu">greenlab@uga.edu</a>
<a href="#">University Architects</a>	OUA manages planning, design, construction, and renovation of capital facilities.	706-542-3605	<a href="mailto:facilitiesinquiries@uga.edu">facilitiesinquiries@uga.edu</a>
<a href="#">Office of Space Planning &amp; Management</a>	OSPM is the point of contact between OUA and other departments to coordinate departmental moves and will coordinate with all listed departments of large-scale laboratory changes.	706-583-3880	<a href="mailto:facilitiesinquiries@uga.edu">facilitiesinquiries@uga.edu</a>
<a href="#">Waste Reduction Services</a>	Support removal of waste materials from campus and waste reduction initiatives.	706-542-1301	<a href="mailto:sustain@uga.edu">sustain@uga.edu</a>