PP/OP 05.01: Property Disposal

DATE: December 16, 2010

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PPOP) is to establish procedures for the return of all equipment and supplies to Department Supply and for direct return to the TTU Surplus Property Manager. The objective of this policy is to ensure full utilization of materials and provide a record of disposition.

REVIEW

This PP/OP will be reviewed in May of each odd numbered year (ONY) by the Associate Director for Material Resources with recommendations forwarded to the Managing Director for Physical Plant.

POLICY/PROCEDURE

1. Disposal Policy

All property which becomes surplus, obsolete, or unusable will be disposed of in accordance with TTU OP 63.08, as controlled by the Surplus Property Manager. Department Supply will monitor all property disposal actions.

2. Procedures

a. Property Transfer. The user will complete a form for relocation or surplus of equipment and furnishings to be transferred within Physical Plant areas or sent to Surplus Property Manager. (Attachment A). This form should also be completed for movement of all equipment and furnishings from one location to another in Physical Plant to ensure our internal inventory remains accurate. Forward the completed form to Department Supply for pick up of equipment/furnishing assets. Department Supply will initiate all remaining administrative actions affecting the transfer of applicable assets.

b. Pickup and Delivery. After guidelines in 2.a are followed, all property declared surplus, obsolete, or unusable will be picked up from the respective offices, plants, and shops by Department Supply. Bulky and/or large quantities of items will require prior coordination to arrange for labor pool support. When scrap, waste, and other items are being disposed of, the user will arrange for labor pool support and take the items directly to the Surplus Property Manager’s disposal site.

c. Property Return. If the material was purchased from Central Warehouse, a return
document will be processed in TechBuy and a copy given to the shop for record retention. Material purchased from other sources will be processed in accordance with PP/OP 05.02 - Inventory Procedures. Unserviceable material will be sent to Surplus Property Manager for disposal. All serviceable equipment/furnishings returned will be available for transfer to another area of Physical Plant, if needed. If not needed by other Physical Plant areas, Department Supply will transfer the equipment/furnishing to Surplus Property Manager.

d. Disposal of Carcinogens. See TTU OP 60.08.

e. Disposal of Radioactive Materials and Radiation-Producing Devices. See TTU OP 60.11.

RESPONSIBILITIES

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<thead>
<tr>
<th>POSITION</th>
<th>SECTION</th>
<th>MONTH</th>
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<tbody>
<tr>
<td>Associate Director for Material</td>
<td>Review</td>
<td>May</td>
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<td>Resources</td>
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APPROVED: ______________________________
Reviewer

APPROVED: ______________________________
Managing Director for Physical Plant