

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

SURPLUS PROPERTY POLICY

Number 06.04.11

Division Business Services

Date March, 2013

Purpose The purpose of this policy is to allow for efficient and safe disposal of surplus items in accordance with state law.

Policy Any University-owned item designated salvageable, but unusable or obsolete, may be claimed as surplus or transferred to another department. All surplus items must be disposed of in accordance with state law and University procedures.

Department moves are handled by Facilities and Operations. No items will be picked up as surplus without the [University Surplus Pick Up Request Form](#).

Department personnel are not authorized to remove inventory tags.

If the item being disposed of may contain hazardous materials (i.e. oil, mercury, Freon, asbestos, lead, florescent bulbs, batteries, unknown substances, etc.) the department is responsible for contacting the Office of Environmental Health & Safety at 824-2171 for an evaluation of the item.

The following items must be cleaned and cleared by the Principle Investigator (with [Safety Clearance Form](#) attached and all labels defaced or removed) before being sent to Surplus Property.

Items labeled with Radioactive Materials or Radiation Signs, stickers, or tape. (Radiation producing machines with permanent labels must be handled on a case

