

Chart of Excess Property Disposal for Specific Property Categories

The following are disposal processes for specific categories of surplus properties. This list is not all inclusive of surplus property, but is meant to assist campus staff in disposing of specific types of property. Always use a Capital Equipment Release/Move Order form (Form B - 450) to dispose of any surplus property.

CATEGORY OF PROPERTY:	DISPOSAL METHOD:
Items, regardless of value, which may contain hazardous components, unless disposal methods for such hazardous material is listed below.	Report on Form B 450 available online at BSU website under FormFinder. Report to Environmental Health & Safety Dept., at 285-2807, prior to discarding. Special disposal arrangements may be necessary.
Computer equipment	Report on Form B 450 available online at BSU website under FormFinder.
Software	Report on Form B 450 available online at BSU website under FormFinder. Software and documentation replaced by an upgrade may be reported on Form B 450 if not required to be kept for the upgrade. Exercise caution before destroying any earlier versions of upgraded software.
Scrap metal, waste oil, wood, tires, pallets and automotive and marine batteries	Report on Form B 450 available online at BSU website under FormFinder.
Books and audio visual media from department reference collections. Books and magazines for resale, which supplier will not accept return and must be destroyed in accordance with publisher's instructions.	Report on Form B 450 available online at BSU website under FormFinder.
Food service equipment	Report on Form B 450 available online at BSU website under FormFinder.
Paper	Contact Purchasing if shredding equipment or contractor is required. Office papers not requiring shredding may be discarded in recycling containers provided by custodial staff.
Light bulbs, including fluorescent, incandescent, audio-visual, and others	Ask the building custodian to collect the unwanted lamps for consolidation and removal by Central Stores for recycling.
Equipment titled to the Federal Government or for which disposal or sale requires approval and/or reimbursement of the granting agency.	Contact Contracts and Grants to coordinate approval of disposal method with granting agency. Contracts and Grants must countersign the Form B 450 and will coordinate disposal with Inventory Control.