



Oregon

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Oregon Department of Administrative Services Surplus Property Program **Guidance for State Agencies Disposing of Surplus Personal Property** **and Vehicles or Heavy Equipment**

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The “DAS – Disposing of Surplus Property” training in Workday is required training prior to gaining your Reuse Login credentials and sending property to the Surplus Property Program. This training can be found by clicking [here](#) or by searching for ‘surplus’ in the Learning section of Workday.

Unless an agency is specifically excluded in ORS 279A, State Agencies shall dispose of surplus property through the DAS Surplus Property Program.

Do NOT send the following items to Surplus:

- Hazardous waste
- Radioactive items
- Cubical panels/systems furniture/space saver rolling file systems
- Garbage – including but not limited to items that are broken or incomplete: part of a desk, bookcase without shelves, etc.
- Locked safes or cabinets without combinations or keys
- Lots of disposable, non-surgical or expired masks – call FIRST before sending any large quantities of leftover Covid supplies
- E-waste – computers, printers, cell phones, etc.*
- Please call us anytime to consult on the proper disposal of your property:
(503) 378-6022 – Thank you.

* Please see: https://www.oregon.gov/das/Surplus/Documents/E-Waste/e-waste_guidelines.pdf

Overview: The Oregon Surplus Property Program (Surplus) exists for the following reasons:

- To ensure transparency (i.e. audit trail) in the disposal of surplus property
- To ensure the fair and equitable redistribution of surplus property
- To provide low cost items for agencies to purchase
- To sell YOUR agency’s surplus and return the most money possible to your agency

The following guidance is intended to provide you with direction and help ensure that your agency’s surplus items sell for the highest dollar amount, resulting in the greatest possible return of funds to your agency and/or to minimize or eliminate any fees associated with disposal of surplus property.

**If at any time you have questions, comments or concerns please do not hesitate to call
Surplus at: (503) 378-6020**

Guidance:

- <https://www.oregon.gov/das/Procurement/Documents/SPP-Office-Furniture-Donation-Repurpose-Recycle.pdf>
- For e-waste, please see the following guidance:
https://www.oregon.gov/das/Surplus/Documents/E-Waste/e-waste_guidelines.pdf
- Take good care of your property – the better condition your surplus property is in when it is turned over to Surplus for sale, the more money will potentially be returned to your agency.
- Prepare it for sale – just like when you sell your personal vehicle, coffee table, musical instrument, etc., the cleaner and less scuffed-up it is and the less it smells like your favorite pet..., the more money you are likely to get for it.
- It is your responsibility to remove any confidential or sensitive employee or customer/client information – make sure drawers, file folders, safes, etc. are empty.
- Put similar things together – MOST boxes or pallets (aka “lots”) of Miscellaneous items (think “grab bag”) sell for significantly less than if they are grouped with other identical or like items.
- For items with a value of less than \$250, please consider your options spelled out on page 2 of the following guidelines: <http://www.oregon.gov/das/Surplus/Documents/250-dollars.pdf>
- The maximum size of any single pallet is 6’ wide x 4’ deep x 8’ tall.
- For vehicles, agencies are responsible for removing decals prior to sale. Failure to do so will result in the agency being billed at the Surplus Property Program’s current rate for this service.
- Please specify any fitment details, especially regarding automotive parts and accessories.
- Contact us with your questions or information about your project. By communicating with us, Surplus staff are able to:
 - a. Identify and redirect unmarketable items (i.e. e-waste, hazardous, beyond repair, etc.)
 - b. Suggest the best options when lotting (grouping) your items in order to minimize or eliminate any fees your agency may need to pay and/or maximizing the amount of money that your agency may be reimbursed for the sale of surplus property.
 - c. Minimize/eliminate transportations costs and workload by forwarding images to qualified recipients

- d. Identify and redirect unmarketable items (i.e. e-waste, hazardous, beyond repair, etc.)
 - e. Suggest the best options when lotting (grouping) your items in order to minimize or eliminate any fees your agency may need to pay and/or maximizing the amount of money that your agency may be reimbursed for the sale of surplus property.
 - f. Minimize/eliminate transportations costs and workload by forwarding images to qualified recipients
- Surplus property information is to be entered into the Reuse system by the owning agency prior to delivering it to the Surplus warehouse. Reuse is the Oregon Surplus Property Program's electronic inventory program used for entering and tracking surplus property information, documenting where property went in terms of maintaining an audit trail, etc. If you are unfamiliar with this program, please view the Tutorial and contact information at this link:
<http://www.oregon.gov/das/Surplus/Documents/ReuseTutorialDocs/ReuseTutorial.pdf>
 - To sell items from your location, please see the guidance provided in the document at the following link: <http://www.oregon.gov/das/Surplus/Documents/SOS.pdf>
 - When bringing items to the Surplus warehouse, in order to ensure the best customer service for all, deliveries of property must be scheduled in-advance. Please call 503-378-6020 to schedule a delivery of property to the warehouse.

Note: Having expertise in selling surplus items for the greatest possible amount and/or for fair & equitable distribution, Surplus reserves the right to combine or disassemble agency- identified lots. If an agency ever has any questions or concerns about how their surplus has been managed and sold, they are encouraged to contact the Surplus Property Manager directly at (503) 378-6057.

Resources:

ORS 279A – Public Contracting, General Provisions

https://www.oregonlegislature.gov/bills_laws/ors/ors279A.html

OAR 125-50 – State Surplus Property

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=31>

OAM 15.55.00 – Accounting and Financial Reporting of Non-Capital Assets

<http://www.oregon.gov/das/Financial/Acctng/Documents/15.55.00.pdf>

OAM 15.60.00 – Accounting and Financial Reporting of Capital Assets

<http://www.oregon.gov/das/Financial/Acctng/Documents/15.60.10.pdf>

OAM 10.50.00 – Internal Control of Capital and Non-capital Assets

<http://www.oregon.gov/das/Financial/Acctng/Documents/10.50.00.pr.pdf>

Statewide Policy 107-009-0050 – Sustainable Acquisition and Disposal of Electronic Equipment

http://www.oregon.gov/das/Surplus/Documents/E-Waste/107-011-050_PR.pdf