

Procedures for Surplus/Scrap/Dismantle Requests

A. Initiating a Surplus/Scrap/Dismantle Request

To initiate a surplus or scrap request the Department Head/Director and the Asset Custodian of the department should be made aware and the following steps followed:

1. Complete an Asset Action Request (AAR) form listing all items to include LSU tagged and non-tagged assets. Include all identifying information on the AAR form such as LSU #, serial #, description. AAR Form can be found at the following link: https://lsu.edu/property/asset_action_request_form.pdf
2. For any tagged assets, initiate a Workday transfer to the correct LSU Surplus/Disposal account, which can be found at the following link: https://uiswcmsweb.prod.lsu.edu/training/finance/transfer_assets_for_surplus_disposal.pdf
3. Once all required transfers are approved in Workday by the Cost Center Manager, submit AAR form to property@lsu.edu.
4. Other procedures may be required, i.e. Data Sanitization Form, Lab Equipment Cleaning, Hazardous Waste removal, or additional photos as needed (See Section B).
5. Property Management will determine if items are Surplus/Scrap/Dismantle and respond with approval to proceed accordingly.
6. Surplus/Scrap/Dismantle removal steps:
 - a. Surplus:
 - i. Local Area (LSUAM, LSUAG on main campus): If deemed Surplus, Property Management will coordinate with the department on a date/time for pickup and removal.
 - ii. Non-Local (LSUA, LSUE, LSUS, LSUAG Regions): If deemed Surplus, Property Management will coordinate with LPAA on a retrieval method, which may include pickup by LPAA or online public auction (Govdeals) and will communicate the approval and next steps to the requesting department. It is the responsibility of the Asset Custodian to ensure that only approved items are removed by LPAA or authorized Govdeals buyer. Once Surplus is removed, the department/Campus will notify Property Management of pickup.
 - b. Scrap: Scrap approvals will require photos attached with the request forms. Property Management will review and respond either with approval, or another method of handling. Removal of approved scrap is the department's responsibility. Assets are to be disposed at designated sites at each respective campus.
 - c. Dismantle: Dismantle requests must include photos and a reason for dismantling. Property Management will review and respond either with approval, or another method of handling. Usable parts must be harvested and the remainder of the asset disposed.

*Property Management will review all requests and can change between Surplus/Scrap/Dismantle upon reviewing documentation

B. Additional Requirements as Applicable:

DATA SANITIZATION

Any equipment capable of storing data requires data sanitization and a completed Data Sanitization form. An initialed and dated label/sticker must be placed on each asset after sanitization is completed prior to surplus.

Links for the policy and required documentation paperwork are:

<https://lsu.edu/property/pdfs/datasensitivitypolicy201401.pdf> (Data Sanitization Policy)

<https://lsu.edu/property/pdfs/securitysensitivedata.pdf> (Data Sanitization Form)

When sanitizing via hard drive removal, include the drive(s) with surplus equipment delivered to or picked up by Property Management. Hard drives will be securely destroyed (shredded). Departments with quantities of old hard drives for shredding should submit an AAR form to have them picked up for destruction.

LAB EQUIPMENT CLEANING

Lab Equipment Cleaning: Equipment should be cleaned and sanitized with a 90% cleaning solution before being listed for surplus. All chemicals or materials must be removed from the equipment before requesting surplus or scrap approval.

HAZARDOUS WASTE

Hazardous chemicals and/or equipment containing hazardous waste must be disposed of by contacting the department of EHS. A link to their website is:

<https://www.lsu.edu/ehs/index.php> (Environmental Health and Safety)

RADIATION REMOVAL

Radiation Removal: Radiation Safety Office must be contacted to remove any radiation sources from equipment. A link to their website is:

<https://www.lsu.edu/radiation-safety/index.php> (Radiation Safety Office Website)

For additional information or questions contact us at property@lsu.edu.