PROPERTY DISPOSAL GUIDE

Is the item usable?

YES → List on the Surplus Website for 7 days

NO → E-waste or Capital Asset: Submit a Property Disposition Request

Furniture (non capital): Submit a work order to Facilities Services

Cannibalize a Capital Asset for Parts: Submit a Certification of Asset Disposal

Hazardous Waste: Consult Environmental Health & Safety

Miscellaneous Waste: Consult UO Zero Waste Policies

Was the item claimed?

YES → Delete surplus posting and submit an Asset Maintenance Form for capital assets

NO → Sales or Transfers Outside UO: Contact Property Control to discuss options

E-waste or Capital Assets: Submit a Property Disposition Request

Furniture (non-capital): Contact the UO Surplus Furniture Program

Office Supplies or Clothing: Donate to the R.O.S.E. Room

Additional Information:

- Capital Asset: equipment acquired for over $5,000 and subject to Property Control inventories
- E-waste: any equipment with a plug or that runs on batteries. Equipment data will be wiped by our team prior to disposal.
- Hazardous Waste: includes chemicals, biohazardous and regulated waste, such as batteries and lightbulbs.
- Refrigerator e-waste is subject to EHS cleaning standards before authorization for disposal.
- CPMF may be contacted directly only for disposal of large items costing less than $5,000 at time of purchase.
- UO Property is not for personal use, and is not to be given to anyone outside of UO faculty or staff without a signed agreement from Property Control or PCS

Property Control
propertycontrol@uoregon.edu
ba.uoregon.edu/property-control

Please contact our team for any questions