

## VU ReUse Surplus Program

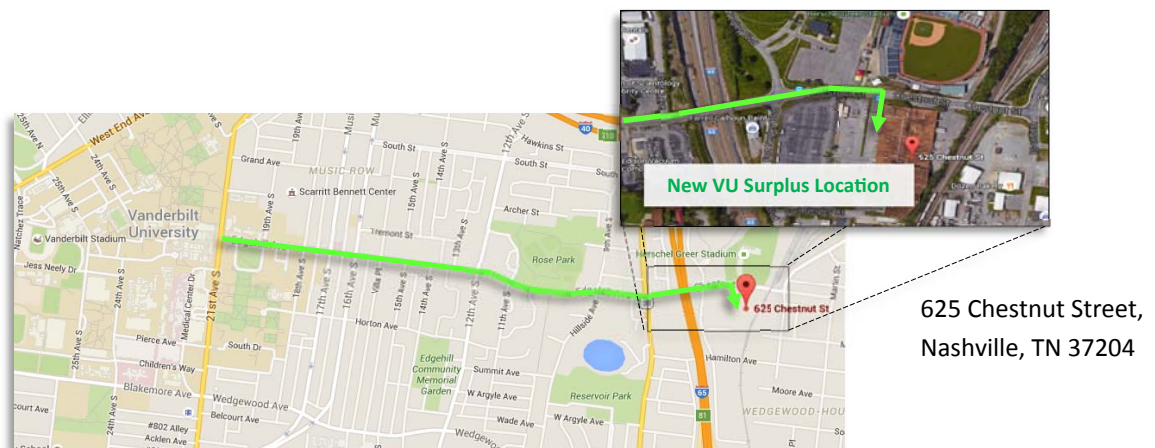
### FOR FURNITURE, EQUIPMENT, COMPUTERS, AND ELECTRONICS

The Vanderbilt University ReUse Surplus Program manages unneeded items owned by Vanderbilt University departments, offices, and laboratories. The ReUse Surplus Program cannot legally accept VUMC items, please contact VUMC Storage and Services at 615-936-4626 for instructions on how surplus VUMC owned items should be managed.

#### INSTRUCTIONS FOR VU SURPLUS

- 1) If the surplus item is a biological safety cabinet (BSC), laboratories must follow the instructions on the VEHS Biological Safety Website to [relocate or surplus a biological safety cabinet](#). Complete decontamination, then affix the decontamination report to the equipment prior to requesting surplus removal.
- 2) If the surplus item is not a BSC but was previously used for the processing or holding of biological materials, laboratories must follow the instructions on the [VEHS Biological Lab Equipment Release form](#). Complete decontamination, then affix the form to the equipment prior to requesting surplus removal.
- 3) If the surplus item has stored data i.e. a desktop computer, laptop, smartphone, etc., consider removing or cleaning hard drives prior to requesting surplus removal. Any hard drives remaining are physically destroyed off-site by a contracted vendor.
- 4) If the surplus item is capital equipment, a tracked asset, or has an asset tag (i.e. initial purchase value of \$5,000 or more), a [Property Transmittal Form \(PTF\)](#) must be completed. Send the PTF to VU Finance and ReUse Surplus via email to [recycle@vanderbilt.edu](mailto:recycle@vanderbilt.edu) and [capitalassets@vanderbilt.edu](mailto:capitalassets@vanderbilt.edu).
- 5) If you use an outside moving company such as Alexander's, please call 615-343-2784 or email [recycle@vanderbilt.edu](mailto:recycle@vanderbilt.edu) to schedule a delivery day and time as the new surplus location is not staffed throughout the workday. One hour notice is needed for deliveries to ensure ReUse Surplus staff can meet the moving truck.
- 6) To request surplus removal, fill out a [Facilities Service Request form](#), an AiM work order (if you are approved to do so), or call Plant Operations Service Information Systems (SIS) at 615.343.9675. Individual departments will not be charged for surplus removal.

See the attached flowchart for step-by-step instructions.



NOTE: Central storage is not offered for departments due to space limitations on campus. Please visit [www.vanderbilt.edu/sustainvu/what-we-do/surplus/](http://www.vanderbilt.edu/sustainvu/what-we-do/surplus/) for a list of approved turnkey storage vendors with VU-negotiated rates that will collect your items, provide storage, and then deliver the items back to you when needed.

## Surplus Equipment, Electronics, and Furniture Flow Chart

