

# Submitting Surplus for Disposal

11/1/2021

Go to the WSU Surplus Stores web site and read:

1. Disposal of Surplus Overview (<https://surplus.wsu.edu/disposal-of-surplus/>)
2. Online Instructions (<https://surplus.wsu.edu/disposal-of-surplus/online-instructions/>)
3. Review Tips for the Online Form (<https://surplus.wsu.edu/online-tips/>)
4. Have all the information about the equipment ready.
  - a. Item description
  - b. Serial number (if available)
  - c. Do you have a WSU or Department Inventory number or not
  - d. Quantity
  - e. Is the item/equipment functional or not (enter on comments line)

The screenshot shows the 'SURPLUS STORES Surplus Disposal' page. The left sidebar contains navigation links such as Home, General Information, Shopping at Surplus, Disposal of Surplus Overview, Online Instructions, Completing a SDR, Online Tips, Refurbished Computers, Featured Items, Agency Items, General Storage, Sealed Bids, Email Alerts, Facilities Services Home, Visit myFacilities, Contact, Where are we Located, Give Feedback, and Finance and Administration. The main content area is titled 'Property Disposal Information' and includes a 'Hot Links' section with a red warning: '\*\*SURPLUS PICKUPS LIMITED SERVICE'. Below this, there are sections for 'PLEASE READ SDR Online INSTRUCTIONS PRIOR TO FILING YOUR ONLINE SURPLUS DISPOSAL REQUEST\*' and 'Items Not Accepted by Surplus' with a list of prohibited items like hazardous chemicals, sharps, asbestos, batteries, and glass thermometers.

The screenshot shows the 'SURPLUS STORES Online Instructions' page. The left sidebar is identical to the previous screenshot. The main content area is titled 'SURPLUS DISPOSAL REQUEST INSTRUCTIONS' and is divided into four steps: Step 1 (TO HAVE SURPLUS PICK UP YOUR ITEMS, TO DROP OFF YOUR ITEMS AT SURPLUS, TO SEND YOUR ITEMS TO STATE SURPLUS, TO TRADE IN A PIECE OF EQUIPMENT), Step 2 (DESCRIBE YOUR ITEMS), Step 3 (ONCE YOU ARE DONE ENTERING YOUR SURPLUS ITEMS, YOU CAN USE THE COMMENTS BOX FOR ANY ADDITIONAL INFORMATION), and Step 4 (SUBMITTING THE SDR IF YOU ARE NOT THE AREA EQUIPMENT COORDINATOR). A red warning banner at the bottom of Step 4 states: 'SUBMITTING THE SDR IF YOU ARE NOT THE AREA EQUIPMENT COORDINATOR'.

**SURPLUS STORES**  
**Tips for the Online Form**



**Tips for the Online Form**

- Check Inventory Status:** Prior to filling out the online form it is a good idea to check the status of your Inventory numbers. Are the stickers on WSU Property Inventory or Departmental Inventory? Knowing this prior to the start of the SDR will be very important as the online system will ask you these questions as you input inventory numbers.
- Online Form Does Not Save Work:** At this time users will not have the ability to save their work and come back and edit at a later time. Please plan accordingly when starting your surplus entries. If you get started and need to quit for some reason go ahead and submit the request. We do not mind having multiple SDR's for one pickup.
- Multiple Quantities of Non-Inventory Items:** If your items do not have inventory numbers you can put multiple quantities of each like group of items on one line. Example, if you have 15 chairs with no numbers, you would select from the Category and Sub Category drop downs, "Furniture" then "Chairs" and put 15 in the quantity box. Then type in the Official Description. You can do the same with keyboards, mice, desks, etc. that do not have numbers.
- Non-Inventory Items:** Please try to be as accurate as possible when generating your list of surplus items. A more detailed list is very helpful for us to plan for equipment and personnel needs.
- Questions:** If you have any further questions about this process, please feel free to contact Surplus Stores at 335-3089.

**Refrigerator Disposal**  
Non-working refrigerator disposal fee is \$50.00 per unit. Please email an IRI to surplus@wsu.edu. When you submit the SDR for pickup of the refrigerator, you can add a note in the comments box of the SDR that you have sent the IRI.

**Computer Hard Drive Destruction**  
There is no fee to have Surplus Stores wipe or destroy your hard drives. Just leave your drives in the machines when you send to surplus and we will take care of them for you. Surplus will do a 3 pass binary overwrite on the drives that we plan to reuse. Hard drives that will not be reused will be crushed and destroyed. Please do not attempt to destroy the drives yourself as there are e-scrap laws that we must follow and the drives contain valuable recyclable material that we do not want to waste.

[Back to Disposal Information](#)

Surplus Stores PO Box 641101 - Pullman WA 99164-1101 - 509-335-3089 - [Contact Us](#)

Go to my Facilities web site (<https://myfacilities.wsu.edu/default.aspx>). Click on work requests. You will be prompted to log in (use your WSU credentials). Click on Request Pick-up or Drop-off of Surplus Items

**WASHINGTON STATE UNIVERSITY**

**my FACILITIES**

**Work Requests**   **Event Notifications**  
**Building Coordinators**   **Customer Feedback**  
**Motor Pool**

myFacilities is a university-wide system that serves as a central location for requesting and tracking services from multiple facility providers. You can lookup building coordinators, review facility details in space management, sign up for event notifications or submit work requests for maintenance, custodial, construction, waste management, grounds and heavy equipment.

**Event Notices**

ID	Title	Facilities
11019	** 100# Steam O...	ENGINEERING ...
11011	HEADHOUSE 0114 ...	USDA AGRICUL...
10992	* STEAM SHUTDOW...	USDA - PLANT...
10898	SCUE   ROOM SN ...	SMITH CENTER...
10855	2021-023750; Br...	BRYAN HALL
10821	2021-025334 Lig...	PEDESTRIAN S...

[More >>](#)

**Quick Request**

- Routine Maintenance
- Request a new key
- Request miscellaneous cleaning
- New Signs and/or Name Plates
- New Equipment or Furniture
- Moving of Equipment or Furniture
- Pick-up or Drop-off of Surplus Items
- Report an issue with streets and roads

[More >>](#)

Fill out the Surplus Disposal Request form.

You **MUST** have the Facility/Outside Area filled in before hitting the Submit button or all your work is lost (the form **does not** have a save for later feature). If you are entering a long list of items, it is recommended that you do one item completely through the process and if it submits correctly you can do a second work request in the same manner with the remainder of the items. Having more than one work request is not a problem. Just make sure you have both forms to take with the surplus items.

The screenshot shows the 'Surplus Disposal Request' form. A red box highlights the 'Facility/Outside Area' dropdown menu, which is currently set to 'SURPLUS STORES BUILDING (03598)'. Another red box highlights the 'Room # if applicable' dropdown menu, which is set to 'Not listed or not a room'. A blue arrow points from the text box on the right to the 'Not listed or not a room' option. The form also includes fields for 'View Floor Plans', 'Add an Item', and 'Add Item to Disposal List'.

Type "surplus stores" in the facility/outside area field and it will auto fill. The Room # field will pop up, check the not listed box. Type surplus stores into the description box. "PROCESSING..." should pop up briefly on the screen.

In the Category drop-down box, choose the category that the surplus item best fits in.

The screenshot shows the 'Surplus Disposal Request' form with the 'Category' dropdown menu open. The menu lists various categories such as 'Audio Visual', 'Automotive', 'Computer Equipment', 'Electronics', 'Equipment', 'Furniture', 'Household', 'Material', 'Office Equipment', 'Office Supply', 'Recreation', 'Safety', 'Science and Lab', and 'Tools'. The 'Category' field is currently set to 'Computer Equipment'.

Select a sub-category if a drop-down menu appears.

The screenshot shows the 'Surplus Disposal Request' form with the 'Sub-Category' dropdown menu open. The menu lists various sub-categories such as 'Desktop', 'Docking Station', 'Drives/Storage/Memory', 'Keyboard', 'Laptop', 'Misc. Computer', 'Modem', 'Monitor', 'Mouse', 'Network Hardware', 'Scan/Hand Held Devices', 'Printer', 'Projector', and 'Scanner'. The 'Sub-Category' field is currently set to 'Computer Equipment'.

Make sure you have entered a phone number

**Surplus Disposal Request** Back

Facility Selection: Select the Facility and Room Number your request is related to

Facility/Outside Area: SURPLUS STORES BUILDING (0358B) Room# if applicable: -Select a room-

You enter the building number OR view all the buildings  Not listed or not a room.

View Floor Plans  surplus stores Required: Enter a short description of the location

If you have multiple locations, please submit separate requests. (NOTE: Please select SURPLUS STORES BUILDING if you plan to drop off your items)

Add an Item: Describe in detail the service you are requesting.  
Please select a category and subcategory to clarify the item(s) you want to be picked up. You may add multiple items by clicking the add button below.

Category: Computer Equipment Sub Category: Desktop

Inventory #:  Qty: 1

Official Description: Dell Optiplex 960 Serial #2P128K1 No WSU inventory number Functional

**Add Item to Disposal List**

NOTE: Click the "Add Item to Disposal List" button to add your item above to the Surplus Disposal list; repeat to add additional items.

Your Login Information:

Name: Nancy Buchanan Campus: Pullman Department: Wenatchee R&E Center Phone:  Email: nhb@wsu.edu

If your login information is incorrect, please consult the responsible party for managing your employee profile in Active Directory.

If the item does not have a WSU inventory number\*, skip the entry and enter quantity. Type a brief description in the required box. Click the Add Item box.

\*NOTE: You will need specific approval to surplus this item from Pullman. Contact Megan Welker for assistance.

If the item has a WSU inventory number, the description box will auto fill with the item's details. Make sure these match the item.

**Surplus Disposal Request** Back

Facility Selection: Select the Facility and Room Number your request is related to

Facility/Outside Area: SURPLUS STORES BUILDING (0358B) Room# if applicable: -Select a room-

You enter the building number OR view all the buildings  Not listed or not a room.

View Floor Plans  surplus stores Required: Enter a short description of the location

If you have multiple locations, please submit separate requests. (NOTE: Please select SURPLUS STORES BUILDING if you plan to drop off your items)

**Add Additional Items to Disposal List**

NOTE: Click the "Add Item to Disposal List" button to add your item above to the Surplus Disposal list; repeat to add additional items.

**SURPLUS DISPOSAL LIST:**

Delete All

ID	Inv. Type	Description	Category	Sub-Category	Inv. Tick #	Qty.	Copy
1	Non Inv	Dell Optiplex 960 Serial #2P128K1 No WSU inventory number Functional	Computer Equipment	Desktop		1	<input type="button" value="Edit"/>

Comments: Details needed to process your request

Authority Selection: Specify an approval authority to approve your request.  
-Select an Approval Authority-

Your Login Information:

This screen appears with your item added to the list. Click the Add Additional items to continue the list OR scroll down to Authority Selection and select Jerry Moreland

**Surplus Disposal Request** Back

Facility Selection: Select the Facility and Room Number your request is related to

Facility/Outside Area: SURPLUS STORES BUILDING (0358B) Room# if applicable: -Select a room-

You enter the building number OR view all the buildings  Not listed or not a room.

View Floor Plans  surplus stores Required: Enter a short description of the location

If you have multiple locations, please submit separate requests. (NOTE: Please select SURPLUS STORES BUILDING if you plan to drop off your items)

Add an Item: Describe in detail the service you are requesting.  
Please select a category and subcategory to clarify the item(s) you want to be picked up. You may add multiple items by clicking the add button below.

The number that was entered could not be found in the WSU inventory List. Is this item included in your list of departmentally controlled inventory items?

**Add Item to Disposal List**

NOTE: Click the "Add Item to Disposal List" button to add your item above to the Surplus Disposal list; repeat to add additional items.

**SURPLUS DISPOSAL LIST:**

Delete All

ID	Inv. Type	Description	Category	Sub-Category	Inv. Tick #	Qty.	Copy
1	Non Inv	Dell Optiplex 960 Serial #2P128K1 No WSU inventory number Functional	Computer Equipment	Desktop		1	<input type="button" value="Edit"/>
2	Non Inv	Dell Optiplex 750 Serial #8M719E1 No WSU inventory number	Computer Equipment	Desktop		1	<input type="button" value="Edit"/>

If this screen appears, just click YES

When done adding items to the list, click Select an Approval Authority. From the drop-down list select Jerry Moreland.

Click the Submit button at the bottom.

**Add Additional Items to Disposal List**

**NOTE:** Click the "Add Item to Disposal List" button to add your item above to the Surplus Disposal list, repeat to add additional items

**SURPLUS DISPOSAL LIST:**

Delete All

ID	Inv. Type	Description	Category	Sub-Category	Inv. Tick #	Qty.	Copy
<input type="checkbox"/>	Non Inv	Dell Optiplex 960 Serial #2P128K1 No WSU inventory number Functional	Computer Equipment	Desktop		1	<input type="button" value="Edit"/>
<input type="checkbox"/>	WSU Inv	5890A HP GAS CHROMATOGRAPH	Science and Lab	Misc. Chromatographs	363776	1	<input type="button" value="Edit"/>

Comments: *Details needed to process your request*

Authority Selection: *Specify an approval authority to approve your request.*

Moreland, Jerry  
PLANT SERVICES MANAGER  jmoreland@wsu.edu

Your Login Information:

Name: Nancy Buchanan  
Campus: Pullman  
Department: Wenatchee R&E Center  
Phone:  
Email: nhb@wsu.edu

If your login information is incorrect, please consult the responsible party for managing your employee profile in **Active Directory**.

**Work Requests**

**Manage Requests**

Search for a Service:  
Enter one or more keywords to describe your service and hit enter.

**Some services are billable.** Those will require a budget/project and signature authority approval.

Your Surplus Disposal Work Request is submitted into our system successfully and the Work Request Number is 2022-010630.

Request new equipment or furniture  
Request moving of furniture or equipment  
Request pickup or drop-off of Surplus items  
Report an issue with streets and roads  
Request miscellaneous cleaning  
Request a new key  
Request interior or Exterior Alterations  
Request a new addition or structure  
Request pick-up of recycling and/or waste containers  
Request carpet cleaning/floor waxing  
Request a utility route

If you do not see a category below that fits your request, please type a keyword in the search box above and hit enter.

If you have made any errors, the form will show them to you. If this happens, you may not be able to fix the errors and get the submit box to reappear. Instead, you may have to reenter everything from the beginning. If you do not get the notice shown here, it has NOT been submitted.

You will receive an email acknowledging the submission.

Jerry will be prompted to approve the request and he will email the approved request (SDR) back to the requestor.

Make sure you contact surplus stores with the day and time you will be dropping off the surplus ([surplus@wsu.edu](mailto:surplus@wsu.edu) or 509-335-3089), don't forget to bring a copy of the SDR with the equipment/item you are dropping off in Pullman.

Jerry will email Megan the details so that she can remove the WSU numbered items from the inventory.