

Procedures for Surplus/Scrap/Dismantle for Parts 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. Fillout Asset Action Request (AAR) Form with all items listed 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. Initiate a workday transfer to the correct LSU Property Account, which can be found on the following link: https://uiswcmsweb.prod.lsu.edu/training/finance/transfer_assets_for_surplus_disposal.pdf
3. Submit completed AAR Form to property@lsu.edu once transfers in workday are completely approved by the department.
4. Additional procedures may be required i.e Data Sanitization Form, Lab Equipment Cleaning, or Hazardous Waste removal (See Section B)
5. All forms will be reviewed, and Property Management will determine if items are Surplus/Scrap/Dismantle
6. Surplus/Scrap/Dismantle removal steps:
 - a. Surplus:
 - i. Local Area (LSU AM, LSU AG): If considered Surplus, Property Management will coordinate a date/time for pickup Surplus items with the department.
 - ii. Non-Local (LSU A, LSU S, LSU E, LSU AG Regions): If considered Surplus, Property Management will create a LPAA transfer and coordinate with LPAA for an As Is/Where is pickup. Once Surplus is picked up by LPAA, the department/Campus will notify Property Management of pickup. It is the responsibility of the Asset Custodian to verify all items that are removed by LPAA.
 - b. Scrap: Scrap approvals will require pictures attached with the request forms. Property Management will create a disposal transfer through LPAA. Once approved, you will receive notification of approval with transfer number by email. Removal of Scrap is the department's responsibility, and the department will determine the method of removal. Assets are to be disposed of at the designated disposal spots for the respective campus.
 - c. Dismantle: Dismantle requests must include a reason for dismantling and pictures. Property Management will create a request transfer through LPAA. Once approved, you will receive notification of approval with transfer number by email. Parts will be harvested, and the remainder of the Asset will be discarded at the designated disposal spots for the respective campus.

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

B. Additional Requirements as Applicable:

1. Data Sanitization: Any equipment containing sensitive data will require a Data Sanitization form and an initial and dated label/sticker placed on the asset. Links for the policy and documentation paperwork required are:
<https://lsu.edu/property/pdfs/datasensitivitypolicy201401.pdf> (Data Sanitization Policy)
<https://lsu.edu/property/pdfs/securitysensitivedata.pdf> (Data Sanitization Form)
2. Lab Equipment Cleaning: Equipment should be cleaned and sanitized with a 90% cleaning solution before being listed for surplus. All chemicals or materials should be removed from the equipment before requesting surplus or scrap approval.

3. Hazardous Waste: Hazardous chemicals and/or equipment containing hazardous waste should 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)
4. Radiation Removal: Coordination with the Radiation Safety Office should be made to remove any radiation from equipment. A link to their website is:
<https://www.lsu.edu/radiation-safety/index.php> (Radiation Safety Office Website)

Any additional information or questions can be answer by emailing property@lsu.edu