

VU ReUse Surplus Program

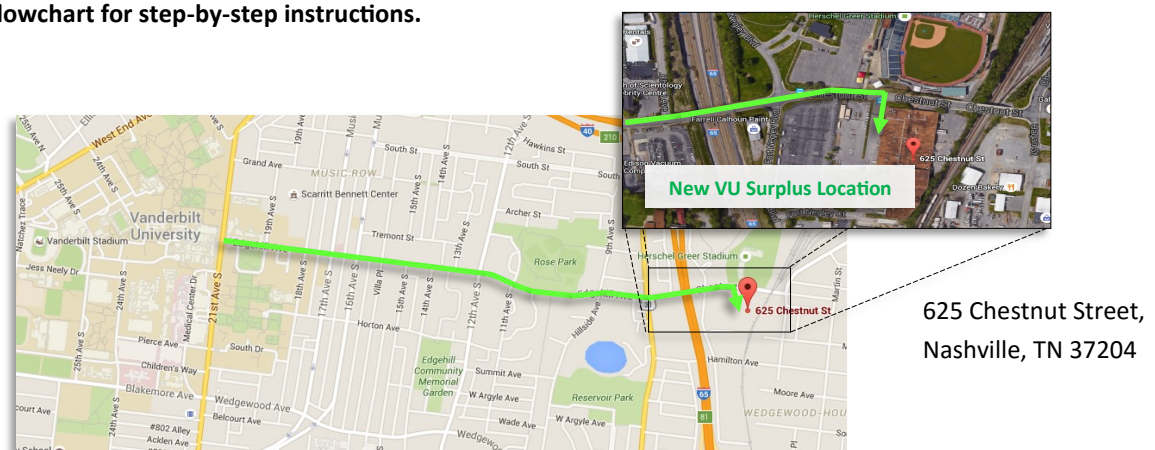
FOR FURNITURE, EQUIPMENT, COMPUTERS, AND ELECTRONICS

The Sustainability and Environmental Management Office ([SEMO](#)) manages the new surplus program for unneeded items owned by Vanderbilt University departments, offices, and laboratories. SEMO Surplus cannot legally accept VUMC items, please contact VUMC Storage and Services at 615-936-4626 for instructions on how your surplus 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 SEMO (email to recycle@vanderbilt.edu and capitalassets@vanderbilt.edu OR fax to VU Finance at 615.343.7420 and SEMO at 615.343.3883).
- 5) If you use an outside moving company such as Alexander's or Graebel, please call 615-343-2784 or email 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 SEMO 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/ 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

