



Standard Practice for Disposal of Personal Property¹

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1. Scope

1.1 This practice describes various personal property disposal methods including donation, sales, recycling, destruction, and abandonment.

1.2 This practice recognizes that while some entities distinguish between ‘excess’ and ‘surplus’ personal property, this practice will remain consistent with Terminology E2135 using those words as they are defined therein.

1.3 Prior to disposing of any personal property, consideration should be given to reutilization/reuse within the owning entity.

1.4 Disposal is the final step in the final phase of the management of personal property.

1.5 As entities may incur unnecessary or additional costs associated with recordkeeping, taxes, storage, maintenance, etc., of personal property until final disposal actions are complete, selecting the most efficient and economical method of disposal is critical to a successful disposal program.

1.6 This practice does not include specific requirements for the classification or the disposal of scrap items or materials.

1.7 This practice does not specifically address disposal requirements of governmental laws and regulations. However, this practice enables an entity to align or integrate applicable governmental laws and regulations with its own requirements.

1.7.1 When disposing of property owned by another entity, entities must adhere to contractual requirements of the owning entity as well as applicable statutory and regulatory guidelines, policies, and requirements specific to the owning entity.

1.8 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

¹ This practice is under the jurisdiction of ASTM Committee E53 on Property Management Systems and is the direct responsibility of Subcommittee E53.04 on Reutilization and Disposal.

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2. Referenced Documents

2.1 *ASTM Standards*:²

E2135 Terminology for Property and Asset Management

2.2 *Other Documents*:

e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment³

ISO 14001 Environmental Management Standards⁴

NIST 800–88 Guidelines for Media Sanitization⁵

R2 Standard Recycling Responsibly⁶

RoHS Directive Directive 2002/96/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment⁷

WEEE Directive Directive 2002/96/EC on Waste Electrical and Electronic Equipment⁸

3. Terminology

3.1 *Definitions*—For definitions of additional terms, refer to Terminology E2135.

3.2 *Definitions of Terms Specific to This Standard*:

3.2.1 *abandonment, n*—to give up all and any future claim to rights or interest in personal property.

3.2.2 *destruction, n*—the process of ruining the structure, organic existence, or physical condition of personal property rendering it unusable for its intended design or function.

3.2.3 *recycling, v*—processing property and materials (scrap/waste) into new materials or products to prevent waste of potentially useful materials.

3.2.4 *reutilization, n*—transferring or reassigning personal property within an entity.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from e-Stewards, Basel Action Network, 206 First Avenue South, Suite 410, Seattle, WA 98104, <http://e-stewards.org>.

⁴ Available from International Organization for Standardization (ISO), 1, ch. de la Voie-Creuse, CP 56, CH-1211 Geneva 20, Switzerland, <http://www.iso.org>.

⁵ Available from National Institute of Standards and Technology (NIST), 100 Bureau Dr., Stop 1070, Gaithersburg, MD 20899-1070, <http://www.nist.gov>.

⁶ Available from R2 Solutions, 2075 Yarmouth Ave., Boulder, CO 80301, <http://www.r2solutions.org>.

⁷ Available from Environment Directorate-General, European Commission, B-1049 Brussels, <http://www.rohs-guide.com>.

⁸ Available from Environment Directorate-General, European Commission, B-1049 Brussels, <http://free.weee-guide.com/weee-directive.html>.

4. Summary of Practice

4.1 Entities will determine disposal methods in accordance with this practice using terminology cited in Terminology **E2135**.

5. Significance and Use

5.1 Continuing emphasis by interested stakeholders demands that an entity dispose of surplus personal property in the most economical and efficient manner possible.

5.2 The selection of the disposal method may depend on regulatory, environmental, or safety concerns.

5.3 A personal property disposal program should be conducted in a manner consistent with the entity's requirements, goals, and objectives.

6. Management of Surplus Personal Property

6.1 Entities shall establish policies and implement accountability systems to manage the disposal of surplus personal property.

6.2 Property management systems should be designed to identify underutilized equipment, rental/lease periods nearing expiration, etc., to assist in determining what property may no longer be required by an entity.

6.3 Surplus personal property capable of storing electronic data should be sanitized prior to disposal to eliminate the possible loss of control of data characterized by negative societal, safety, or security impact. NIST 800-88 describes practices to clean hard drives and other storage devices in order to protect sensitive data and maximize reuse potential by using the least destructive sanitization procedures wherever appropriate. The physical removal of hard drives or other data storage components prior to disposal should usually be considered as a last resort. Follow your entities sanitization processes, policies, and procedures.

6.4 The disposal of surplus personal property may involve the following methods: donation, recycling, sale, destruction, abandonment or any other appropriate method authorized by the property owner.

6.5 Entities should assure that they have sufficient rights to dispose of property prior to initiating disposal actions.

7. Donation of Surplus Personal Property

7.1 Entities should establish donation programs that comply with applicable entity processes, policies, and procedures. Donation programs should enable donation of surplus property directly to eligible entities with the least amount of administrative effort/costs. Care must be used to ensure donations stand up to public scrutiny.

7.2 The donation of surplus property to non-profits or similar entities can meet disposal needs and bring goodwill to the donating entity.

7.3 Governmental entities must determine eligibility in accordance with the applicable federal statutes and regulations. Each U.S. state and territory has a State Agency for Surplus Property (SASP). These agencies were established to receive

federal surplus personal property and to donate it to public agencies and certain non-profit, tax-exempt agencies. The General Services Administration (GSA) has the responsibility of administering this program and has issued regulations for its implementation.

8. Recycling Surplus Personal Property

8.1 Recycling should be considered prior to declaring property as having disposal or sale value for material content only.

8.2 Consider the recycling of salvage and scrap materials after destruction.

8.3 Recycling may be a cost effective, environmentally friendly way to dispose of surplus personal property. An effective recycling program decreases material entering the waste stream and is sometimes required by statute or law.

8.4 Recyclers should be certified to comply with ISO 14001. Recycling certifications for electronic equipment disposal include the R2 Standard, the e-Stewards Standard, WEEE Directive, or RoHS Directive, or a combination thereof.

9. Sale of Surplus Property

9.1 Property determined to be no longer needed by the owning entity may be considered for sale.

9.2 Entities should determine the most economical method to sell surplus property.

9.2.1 Sales should be planned and conducted in a manner that will maximize benefits and minimize risk to the entity.

9.2.2 When planning and conducting sales, entities should consider property characteristics, location, anticipated market, duration of the sale and anticipated proceeds versus anticipated cost to conduct the sale.

9.2.3 Entities should consider other methods of disposal whenever anticipated cost of sale exceeds anticipated proceeds of the sale.

9.3 Records must be updated to reflect the sale and that the property is no longer available.

9.4 Entities should ensure all necessary documentation such as Certificates of Origin, maintenance records, vehicle titles, etc., for the proper transfer of ownership to the successful buyer are available. Documents such as vehicle titles, bills of sale, etc., should be authenticated by an authorized official of the selling entity (when required) and copies maintained as appropriate for audit trail purposes.

9.5 Entities offering items considered sensitive or that may have other societal, safety or security implications should ensure all necessary precautions are completed or in place prior to the sale.

9.6 Consider the sale of salvage and scrap materials after destruction.

10. Destruction or Abandonment of Surplus Personal Property

10.1 Surplus personal property that has not been otherwise disposed of should be considered for destruction or abandonment.

10.2 Destruction or abandonment of personal property must be fully documented and provide an audit trail.

10.3 In establishing justifications for destruction or abandonment actions, entities should conclude that property be destroyed or abandoned for safety reasons or by law or a contractual arrangement and cannot be disposed of via another disposal method.

10.4 Destruction or abandonment must be performed in a manner that minimizes environmental impact. The destruction or abandonment of contaminated or hazardous materials must be compliant with applicable governmental laws or regulations.

11. Summary

11.1 This practice promotes the importance of selecting the best method for the disposal of surplus personal property.

11.2 The central objective of this practice is to ensure the most efficient, timely, and economical process for disposal of personal property is selected.

12. Keywords

12.1 abandonment; destruction; disposal; donation; reutilization; sale; surplus

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