# UMass Chan Medical School

## Office of Sustainability

### Surplus Management Standard Operating Procedure

Office of Sustainability

September 2025

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# Contents

# Overview

## ❖ Purpose

This SOP outlines the procedures for managing surplus assets at UMass Chan Medical School. The goal is to maximize reuse within departments, facilitate responsible disposal, and provide clear guidelines on the redistribution, sale, or disposal of items, including both non-capital and capital assets.

## ❖ Scope

This SOP applies to all departments managing surplus items and covers the internal redistribution, auction, or disposal of both capital (asset-tagged) and non-capital items. This SOP does not apply to IT equipment.

## ❖ Definitions

- Capital Assets: Items that are asset-tagged and tracked by Asset Management (AM). Items purchased with grant funds may need additional review. Example: -80 freezer, refrigerator, biosafety cabinet
- Non-Capital Assets: Items not tracked by AM but potentially reusable. Items purchased with grant funds may need additional review. Example: Hot plate, chairs, glassware, binders, notebooks, pens
- IT Equipment: Computer items that may be data bearing, such as computers, “all-in-one” monitors, phones, hard drives, thumb drives, printers, or non-data bearing peripherals (“regular” monitors, speakers, keyboards and mice, webcams, etc.).
- GovDeals: A third-party auction platform for surplus equipment.
- OOS: Office of Sustainability, which oversees the surplus process.
- AM: Asset Management, which assists with evaluation of certain surplus items.
- SWAP Events: “Surplus With A Purpose” scheduled events for redistributing office supplies and smaller non-capital equipment.
- Department Administrator or Department Asset Manager: This is the individual responsible for maintaining the inventory for the department, and therefore responsible for the disposition of departmental items.
- Submitter: This is the individual who submits the item to the Surplus Exchange for review.

# Surplus Management Process

## ❖ General Process Overview

- ➢ Project managers coordinating cleanouts or moves should collaborate with the OOS at least 2 months prior to scheduled cleanout/move to allow ample time to redistribute, auction, and/or donate applicable surplus items where possible.
- ➢ Department Administrator or Department Asset Manager may retain Department Administrator or Department Asset Managership of surplus items for up to 2 months or until a suitable reuse outlet is found.
- ➢ If no destination is identified, Department Administrator or Department Asset Managers are responsible for the disposal following recommendations from the OOS.

## ❖ Internal Procedures for Surplus Items

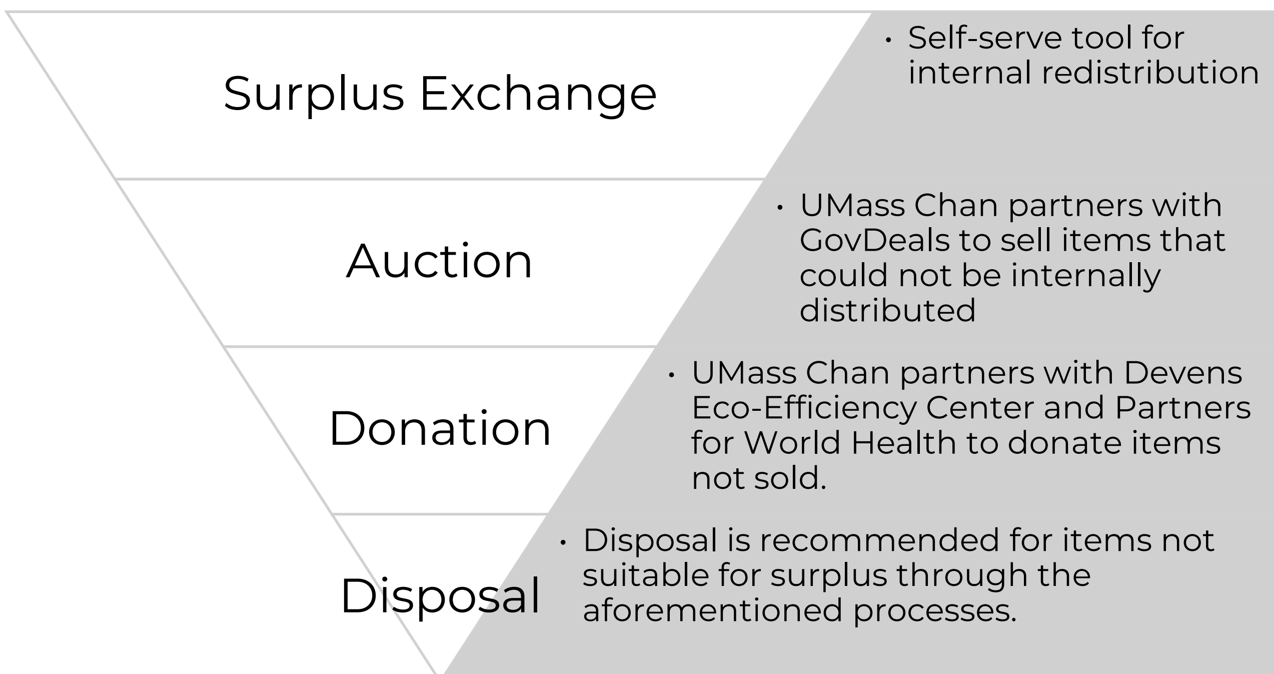



***Figure 1*** *Demonstrates the surplus hierarchy, an inverted pyramid. At the top, the largest part of the pyramid, is the Surplus Exchange, the recommended self-serve tool for internal redistribution. Below is Auction, recommended for items that could not be internally distributed. Third is Donation, for items that could not be auctioned. These items can be donated to approved non-profit organizations. Finally, at the bottom is Disposal, which is recommended for items not suitable for surplus through the above three processes. Disposal includes recycling, as well.*

## ❖ Surplus Exchange Process

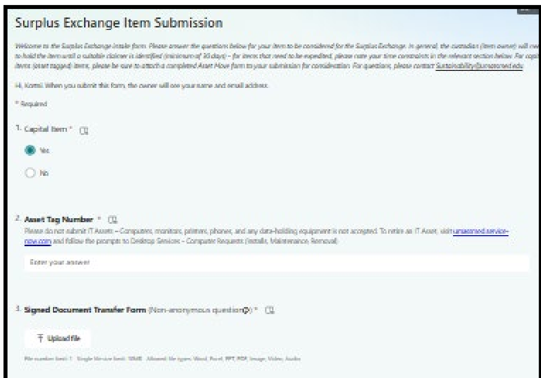
- ➢ Item Submission Form Link:

https://forms.office.com/r/xBrQbhAx0w

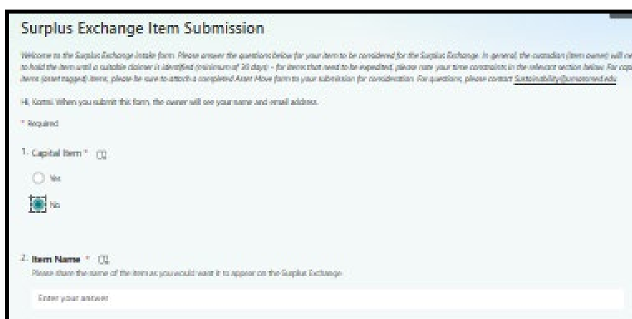
- Surplus Exchange Link (UMass Chan Log-In Required): https://umassmed.sharepoint.com/sites/UMassChanSurplusWorkingGroup/Lists/Example%201/AllItems.aspx?viewid=a5ce11dd%2D5e1a%2D4489%2D811f%2Dafdd720d4923

**1.** Surplus Intake

Submitter completes the Item Submission Form on the Surplus Exchange intranet platform with all relevant item details (Whether it is a capital item, asset tag number if applicable, signed transfer form for capital items, item name and details, photos, location of the item, time constraints, whether it was purchased with grant funds, additional contacts). In the instance where a capital item is submitted, the submitter must attach an Asset Move Form, signed by the Department Administrator or Department Asset Manager of the item, to indicate consent to transfer the item to another Department Administrator or Department Asset Manager.




The submitter will receive an Item Submission Waiting Approval email after the form is completed.




**2.** OOS and AM Review:

Review will be conducted by the Surplus Program Team, consisting of key points of contact from OOS and AM. The Surplus Program Team members will receive an automated email with the Item Submission Form for approval by OOS and AM.

Every day for 7 days a reminder email is sent to the members of the Surplus Program Team as a reminder that the request must be approved/rejected. New Item Submissions will be either approved or rejected by the OOS points of contact on the Surplus Program Team after review by OOS and AM within 7 days

The review process is as follows:

1. AM reviews the submission, consulting with Financial Services and Grants and Contract Administration office as needed to evaluate depreciation status, funding origin, and retirement eligibility.
2. When complete, AM will confirm whether the item is suitable for the Surplus Exchange. Individual non-asset tagged items will be approved immediately by OOS.

    a) If rejected, then the Item Submission Rejected email is sent to the submitter/contacts containing the message from the approval rejection.

    b) If accepted, then the Item Submission Approved email is sent to the submitter/contacts, and the item is publicized on the Surplus Exchange.

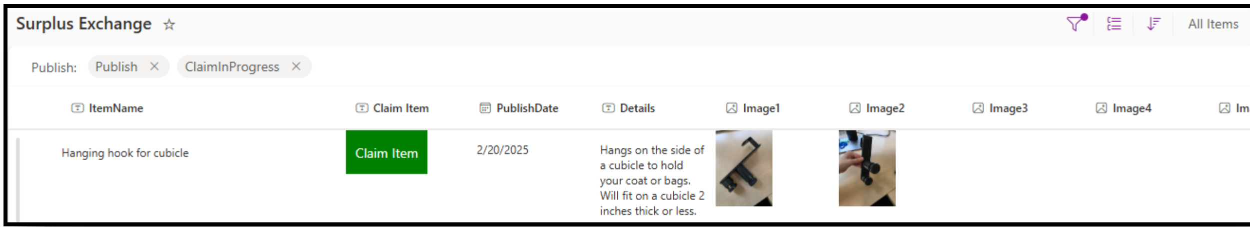
## ❖ Redistribution through the Surplus Exchange [30+ days]:

When an Item Submission is approved by the Surplus Program Team, the item will be published on the online Surplus Exchange for at least 30 days.

Time constraints can be noted by the submitter in the Item Submission Form. Items that cannot be held for at least 30 days for internal distribution through the Surplus Exchange may be managed differently on a case-by-case basis. For instance, if a department needs to get rid of a centrifuge within 2 weeks, a different surplus avenue may be suggested by OOS and AM. Such requests must be communicated and approved by OOS and AM.

Members of the UMass Chan community can browse the Surplus Exchange and select the green “Claim Item” button to demonstrate interest. Only one person can claim an item at a time, and it is on a first come first served basis.

Note: Items claimed through the Surplus Exchange are for use within UMass Chan only. UMass Chan contractors are not permitted to use the Surplus Exchange.




Once someone has claimed the item on the Surplus Exchange the following process occurs:

1. An approval request is sent to the person who claimed the item. The approval request asks for confirmation that they accept the item. The person claiming the item will have 3 days to accept the item. During this time, the person must make a final determination of whether to officially accept the item. In doing so, they commit to coordinating and paying for any relocation of the item.

2. Until they approve or reject accepting the item, once a day, they will receive an automated reminder email.

3. If they fail to accept the item within 3 days OR if they reject the item, they will receive an automated email which will indicate that the item will be made available for another person to claim the item.

4. If they accept the item, the Surplus Program Team-members' inboxes will receive an automated email, which will include all items' details, notably the original and final Department Administrator or Department Asset Managers. This information will be regularly shared with AM and used to populate a regular report to Facilities Management leadership. The OOS will forward the Item Claimed email to the submitter, and it is the submitter's responsibility to contact the claimer and coordinate pickup. If the item is asset tagged, it is the claimer's responsibility to also sign the Asset Move form for claimed capital items and send the signed form to Asset Management so that an accurate inventory record is kept.

## ❖ Auction/Donation/Disposal [30-60 days]:

Bulk items or items not claimed through the Surplus Exchange will be evaluated for the following, in order of priority:

1. Auction: On a case-by-case basis, items will be placed up for auction through the GovDeals online platform. OOS will assist the Department Administrator (or designated point person) in coordinating the relocation of the item for pickup as needed. Any revenue generated through the auction of items will be used for

overhead administration of the Surplus Management Program. The Auction Revenue Model is included in the GovDeals section of this document.

Departments that wish to retain full proceeds from an auction must submit a formal request and will be invoiced for the time and resources spent by the OOS to coordinate and administer the auction. This ensures that the minimum cost of auction facilitation is recovered.

*Note: Due to the administrative burden and the importance of sustaining campus-wide sustainability programs, departments are strongly encouraged to allow OOS to retain auction proceeds whenever possible.*

**2.** Donation: If not suitable for auction or if it does not receive bids on GovDeals, items in good condition will be offered to UMass Chan's surplus partners for pickup at their expense.

**3.** Disposal: If UMass Chan's surplus partners are not interested in the item, OOS and AM will recommend disposal to the item's Department Administrator or Department Asset Manager. Item Department Administrator or Department Asset Managers must pay for and arrange disposal of the item.

# SWAP Event Guidelines

The Surplus With a Purpose (SWAP) Events provide a structured opportunity for faculty, staff, and students to repurpose surplus office supplies and small items for reuse within the University. The Office of Sustainability will strive to provide bi-annual events to support waste reduction by facilitating the redistribution of certain items within the campus community.

Process:

1. Item Drop-Off: Participants may bring eligible surplus items to the designated event location.
2. Item Selection: Attendees are welcome to take any available items they need but will be asked to complete a sign-out log so that campus reuse volumes can be tracked.
3. Post-Event Handling: Items remaining at the end of the event will be auctioned, donated, or properly disposed of as appropriate by the OOS.

Eligible Items:

- Non-asset tagged equipment and supplies.
- Small office-related items (items must be able to be moved by a single person)
- Must be cleaned/decontaminated as appropriate.

Restricted Items (Not Accepted):

- Items purchased with grant or sponsored funds.
- Bulk items
- Heavy equipment
- IT Items
- Asset tagged items.

By participating in SWAP Events, the UMass Chan community contributes to a more sustainable and resource-efficient campus.

# GovDeals

The Surplus Management Program, in collaboration with GovDeals, provides a transparent and cost-effective process for managing surplus assets that do not have a reuse opportunity for campus or high market value. This program aims to maximize cost recovery while promoting sustainability.

## ❖ Cost Structure

There is no direct cost to the university for using GovDeals; however, a transaction fee is applied to the buyer upon sale of listed items.

GovDeals will be utilized for larger bulk items, items with high market value, and for clearing large UMass Chan sites (e.g., office clear-outs and moves).

Revenue from sales supports surplus program expenses and OOS programming.

The OOS will determine the market value of listed items and set both a minimum bid and a reserve price. The reserve price is not disclosed to bidders, ensuring competitive bidding.

## ❖ Revenue Model

This framework outlines the process for auctioning surplus capital assets with a reserve price, handling re-auctions when reserve prices are not met, and distributing proceeds in a way that prioritizes Net Book Value (NBV) recovery while compensating the Office of Sustainability (OOS) for staff time and programming.

**VISUAL FLOWCHART**

```
START
 |
 ▼
Asset Identified for Auction (must be in good, working condition)

Asset tagged and bulk items require additional review from Asset Management and Grants and  Con
tracts Administration
 |
 ▼
Set Preferred Reserve Price = NBV (or Finance-approved reduced NBV) +1,000
 |
 ▼
Round 1 Auction initiated after approval from DEVC Facilities Management
 |
 ├── Reserve Met?
 |       |
 |       ├─ YES → Asset Sold → Go to Revenue Distribution
 |       |
 |       └─ NO →  Round 2 re-auction path (minimum bid or reduced reserve)
 |              |
 |              ▼
 |       Round 2 Auction (Reduced NBV or Minimum Bid)
 |              |
 |              ├── Sells?
 |              |      |
 |              |      ├── YES → Go to Revenue Distribution
 |              |      |
 |              |      └── NO → Final Disposition
 |              |               (Donation / Recycling / Disposal)
 |              └──────────────────────┐
 ▼                                     ▼
Revenue Distribution                  END
```

**Figure 2)** *A visual flowchart demonstrating the revenue distribution model described below.*

**REVENUE DISTRIBUTION**

For items sold for "Preferred Reserve Price" or more

- OOS receives a flat service fee ($1,000).
- Remaining proceeds go to the institution up to NBV.
- Remaining proceeds after NBV recovery are split 50/50 with OOS and the custodian department.

For items sold for under NBV

- OOS receives a flat service fee ($1,000)
- Remaining funds are applied toward NBV recovery.

## DECISION TABLE

| Scenario | Sale Price | OOS Share | Institution Share | NBV Outcome | Notes |
|---|---|---|---|---|---|
| Reserve met in Round 1 Auction | ≥ NBV | Flat service fee ($1,000) | Remainder up to NBV | Full or partial NBV recovery | Excess funds after NBV recovery split 50/50 between OOS and custodian department. |
| Reserve not met, sells in Round 2 Auction | < NBV | Flat service fee ($1,000) | Remainder | Partial to no NBV recovery | Market-adjusted sale |
| No bids (both rounds) | $0 | $0 | $0 | No NBV recovery | Donation / recycling / disposal |

UMass Chan will auction surplus capital assets using a reserve-price approach aligned with Net Book Value (NBV) recovery. If assets do not sell at the reserve price, a second auction will be conducted at a reduced reserve or minimum bid. Revenue distribution follows a flat service fee model for the Office of Sustainability (OOS), with remaining funds applied to NBV recovery. If additional funds remain after NBV recovery, excess of funds is then split 50/50 with the custodian department.

## Auction Process

1. Asset identified for surplus auction.
2. Reserve price established based on NBV or Finance-approved reduced NBV.
3. Round 1 auction conducted.
4. If reserve is not met, asset is re-auctioned for Round 2 at a reduced reserve or minimum bid.
5. If still unsold, assets proceed to donation, recycling, or disposal.

## Revenue Distribution

*Sales equal to NBV or more:*

- OOS receives a flat service fee of $1000 for managing the auction process.
- Remaining proceeds are applied toward NBV recovery by the institution.
- Once NBV is recovered, any remaining funds are split between OOS and the custodian department 50/50%.

*Sales under NBV:*

- Classified as low-value surplus.
- OOS still receives a flat service fee for managing the auction process.
- Remaining proceeds, if any, are applied toward NBV recovery by the institution.
- Sales of less than $1,000 are applied fully to OOS.

### Guiding Principles

- Prioritize institutional NBV recovery on assets.
- Ensure OOS is compensated for staff time and administrative effort.
- Encourage diversion from landfill through re-use and resale.

### Benefits

- Protects institutional financial interests.
- Supports sustainability programming and staffing.
- Prevents departments from collecting items they no longer need.
- Aligns with circular economy and environmental goals.
- Creates a standardized, repeatable surplus process.

### Governance

- Finance approves reserve pricing methodology.
- OOS manages auction operations and compliance.

- OOS keeps record of all correspondence for recordkeeping purposes.
- DEVC Facilities Management approves all listings prior to Round 1 auction
- Asset Management and Grants and Contracts Management are informed if Round 1 auction does not meet NBV and provide reduced NBV or approval to list at minimum bid amount.
- Items not redistributed will be recommended for donation, recycling, or disposal by OOS.

## ❖ Asset Management Process

The Office of Sustainability is responsible for documenting surplus items and managing listings on GovDeals, including detailed descriptions and photographs. Before any items are transferred out of a department as surplus, appropriate approvals are required.

Approvals

The department administrator must first provide a signature on Asset Management's Asset Move form, releasing the item to Office of Sustainability.

OOS will work to gain an additional final approval from the Deputy Executive Vice Chancellor of Facilities Management prior to listing the item for auction or donation.

All sales transactions and required documentation will be processed through the GovDeals platform. Proceeds from sales are used for overhead administration of the Surplus Management Program and OOS programming.

The Office of Sustainability will coordinate buyer pickup. Costs associated with pickup of the item, such as moving costs, will be borne by the buyer. In cases where these costs are expected, the GovDeals listing will include a nominal surcharge to account for expected moving costs.

Items that do not receive bids will be classified as "no value" and may be donated through surplus partnerships or disposed of according to standard procedures.

## ❖ Sustainability Impact

Proceeds from surplus sales are allocated to the Office of Sustainability to fund overhead for program administration and other sustainability initiatives.

The Office of Sustainability will document each transaction, including item description, selling price, and final disposition.

This process ensures surplus asset management aligns with financial and sustainability objectives while maintaining transparency and efficiency.

## Surplus Partners

The Office of Sustainability collaborates with external surplus partners to donate items that cannot be redistributed on campus or sold through GovDeals. These partnerships help ensure that surplus materials are repurposed in a sustainable and responsible manner.

Process:

1. Partner Organizations: The Office of Sustainability currently partners with the Devens Eco-Efficiency Center and Partners for World Health to facilitate donations.
2. Item Transfer: Surplus partners are responsible for arranging pickup of donated items from their current location.
3. Recordkeeping and Reporting: The Office of Sustainability will maintain all records related to surplus donations and provide regular reports to Facilities Leadership.

By collaborating with surplus partners, UMass Chan supports sustainability efforts while maximizing the useful life of surplus materials. UMass Chan's surplus partners have formal agreements with the university and departments should not donate to other partners without coordination with the OOS.

# Roles and Responsibilities

Office of Sustainability:

- Monitors Sustainability@umassmed.edu email inbox for questions.
- Communicates with Asset Management about all tagged asset and bulk items requested for redistribution.
- Approves or rejects Surplus Exchange submissions.
- Manages and monitors all Surplus Exchange intranet page content and activity.
- Seek approval and reports to Facilities Leadership final disposition of all items listed on Surplus Exchange.
- Coordinates listing items on GovDeals, assisting with transfer of items from Department Administrator or Department Asset Manager to the receiving entity.
- Recommends disposal options for surplus items with no other avenue.
- Ensures Sustainability point of contact is up to date.
- Manages auction revenue to support sustainability programming and surplus operations.
- Coordinates profit-sharing or billing arrangements with departments based on auction outcomes.
- Invoices departments that elect to retain full auction proceeds to recover administrative costs.

Asset Management:

- Evaluates submitted asset tagged and bulk items for surplus eligibility through review.
- Evaluates and approved Asset Move forms.
- Updates AM records.
- Ensures Asset Management point of contact is up to date.

Information Technology:

- Assists Surplus Program Team with questions and edits to the Surplus Exchange.

Department Administrator or Department Asset Manager:

- Signs Asset Move form for capital item transfer, as needed.
- Coordinates with claimer to redistribute items.
- Ensures all redistributed items are decontaminated per EH&S Protocol prior to redistribution.

Facilities Project Managers:

- Collaborates with OOS on departmental moves and cleanouts 30-60 days in advance of move/cleanout deadline to allow ample time to find surplus avenues for usable equipment in good condition.

## Review and Updates

This SOP will be reviewed annually by the Office of Sustainability and updated as needed.

END OF DOCUMENT