

**STANDARD OPERATING PROCEDURES**  
**DISPOSAL OF EQUIPMENT**

- A Work Order for Disposal form is generated on the Property and Support website and faxed or emailed to the Central Receiving department.
- The work order is evaluated (see notes) and signed by the Property Officer.
- The equipment is picked up and brought to the Central Receiving warehouse.
- The E-waste is moved to the E-waste area and labeled accordingly. (See Procedures for Disposal of E-waste)
- All hard drives are removed and stored in a secure, locked area. (See Procedures for Disposal of Computer Hard Drives)
- All other material is either placed in the Warehouse surplus area or recycled and disposed of in a University dumpster.

Notes:

1. If the disposal requires special handling (ie. specialty moving crew, rigging equipment, etc.) the department will be charged to move the disposal.
2. If the disposal requires the removal of debris left behind from contractors or maintenance personnel, the department will be charged to move the disposal