

Connecticut State University System **Procedures for the Disposal of Surplus Property**

Section 4a-4(c) of the Connecticut General Statutes provides that “[t]he chief executive officer of each constituent unit of the state system of higher education may consider and devise ways and means of . . . establishing and maintaining proper control of equipment, including all vehicles and office equipment of such unit, require the establishment of proper permanent inventory records and the taking of physical inventories of the equipment of such constituent unit, and may authorize the transfer, use or disposal of unused and improperly used or neglected equipment of such unit.” The Board of Trustees of the Connecticut State University System (hereinafter “CSUS”), pursuant to Board Resolution No. 96-28, extended authority to each CSUS university and the System Office to authorize the transfer or disposal of surplus, unused, or obsolete equipment (hereinafter “surplus property”).

The procedure set forth below shall govern the disposal of surplus property within the custody and control of the four CSUS universities and the System Office (hereinafter individually a “System location” and collectively “the System”). Surplus property includes assets that are either no longer in use or for which there is no further plan for use. It includes all tangible assets such as equipment, materials, supplies, and furniture which are obsolete, damaged, unusable or unneeded.

A. Prerequisites of Disposal

1. General Procedures:

In accordance with BR# 96-28, the Department Head to whom the property has been assigned shall examine any property proposed for surplus and determine whether it should, in fact, be classified as “surplus.” If the Department Head determines that the property should be classified as surplus, the Department Head shall contact the individual responsible for the inventory control function at the System location (hereinafter the location’s “Property Control Manager”). The Property Control Manager shall determine the method to be employed to dispose of such property. The method chosen should be the most cost-effective and be in the best interest of the System location.

2. Computers and Related Equipment:

The disposal of computers, computer peripherals and computer software, whether by trade-in, transfer, donation, or public sale, can create security risks for the System. These risks relate to potential violations of software license agreements and unauthorized release of confidential information or other intellectual property that may be stored electronically (e.g., on the hard drives). Moreover, certain computers and other electronic storage devices utilized by CSUS (defined herein to include, but not be limited to, hard drives, laptops,

servers, and mainframe computers) may contain sensitive information protected from disclosure by various state and federal laws, including financial information protected by the Gramm-Leach-Bliley Act, [15 U.S.C. § 6801](#), et seq. (“GLBA”)¹ and student records protected from disclosure by the Family Educational Rights and Privacy Act (“FERPA”).

Accordingly, the following procedures shall be followed prior to disposing of computers and other electronic storage devices:

(a) All computers and other electronic storage devices shall have all data purged from their hard drives utilizing an overwrite system. A list of these systems is included in Exhibit A. Each computer and/or electronic storage device so purged shall have affixed to it a “Purging of data and erasure of hard drives” form (*see*, Exhibit A), completed and executed by an authorized System employee. Any computer or electronic storage device not having this form completed shall not be made available for surplus. The Property Control Manager at the System location will maintain this form along with other documentation relating to the surplussing and disposal of the equipment.

(b) Computers and other electronic storage devices utilized by or in the departments or offices listed hereunder shall have their hard drives subjected to the following additional procedures prior to disposal:

(i) A contractor to be engaged by CSUS will physically destroy the hard drive on-site at the System location (whether by crushing, drilling a hole or holes, or other means) in the presence of a CSUS employee;

(ii) The CSUS employee present during the destruction of the hard drive will complete and sign a “Certification of Destruction of Hard Drives in Computers and/or Other Electronic Storage Devices” (*see*, Exhibit B) and will deliver said Certification to the Property Control Manager at the System location;

(iii) The contractor will take the hard drive to its place of business off-site where the hard drive will be shredded;

(iv) The contractor will issue a signed “Certification of

¹ GLBA requires that colleges and universities develop, implement and maintain a comprehensive written information security program that contains administrative, technical, and physical safeguards appropriate to the size and complexity of the institution, the nature and scope of its activities, and the sensitivity of the customer information or data at issue. The Connecticut State University System has adopted an Information Security Program in order to comply with GLBA and the rules and regulations promulgated thereunder. A copy of that Program is available on the CSUS website.

Recycling” (*see*, Exhibit C) to the System location listing the serial number of the computer or other electronic storage device and the date upon which the hard drive was shredded; and

(v) The Property Control Manager at the System location will maintain the “Certification of Recycling” along with the “Certification of Destruction of Hard Drives in Computers and /or Other Electronic Storage Devices” and any other documentation relating to the surplussing and disposal of the equipment.

The departments and/or offices to which these additional procedures shall be applicable as are follows:

- human resources departments;
- finance departments;
- financial aid offices;
- bursars’ offices;
- registrars’ offices;
- police and public safety departments; and
- any other department or office which utilizes computers and/or electronic storage devices on which sensitive data resides, as determined by the Head of the Department to which the property has been assigned.

In addition, any equipment that contains GLBA or FERPA related information should be destroyed by adhering to the standard identified above in Section 2.

3. *Surplus Property Potentially Contaminated with Hazardous Substances:*

Prior to disposing of any surplus property, if the Property Control Manager has reason to believe that such property may be contaminated with substances hazardous to human health or the environment, he or she shall notify the System location’s Environmental Health and Safety Officer of the potentially contaminated property to be disposed of as surplus. If the Environmental Health and Safety Officer determines that any such property might be contaminated with substances which may be hazardous to human health or the environment, including any hazardous, flammable, toxic, corrosive, reactive, universal, radioactive, or biological waste as defined by any state or federal law or regulation, the Environmental Health and Safety Officer shall arrange for the property to be decontaminated or disposed of by a person or firm licensed to decontaminate or dispose of such property. The Environmental Health and Safety Officer shall review for accuracy, sign, and retain a copy of the manifest or bill of lading prepared in connection with said property, as appropriate. Upon receipt, the Environmental Health and Safety Officer shall maintain a copy of the fully executed manifest on file at the System location and shall file copies thereof with appropriate states’ agencies, including, but not limited to, the State of Connecticut

Department of Environmental Protection.

B. Removal of Parts, Accessories or Components of Surplus Property

Parts, accessories and/or components of property that has been declared surplus may not be cannibalized, recovered and/or removed without the prior written approval of the Property Control Manager at the applicable System location. The Trustees of the Connecticut State University System are required by Section 4-33a of the General Statutes to notify the Auditors of Public Accounts and the State Comptroller of any such “breakdowns in the safekeeping” of State property of which they become aware.

C. Methods of Disposal

The following six (6) methods may be used to dispose of surplus property. One or more methods may be used simultaneously. The method(s) employed shall be at the discretion of the System location.

1. *Trade-in of Equipment on Current Purchases:*

When equipment becomes obsolete or the opportunity to upgrade to updated equipment presents itself, the obsolete or outdated equipment should be traded-in, if possible. Trading-in obsolete or outdated equipment results in reduced cash outlay for new equipment purchases and should be encouraged by all departments involved in purchasing. The Purchasing Department at each System location should identify opportunities to obtain lower prices by utilizing surplus property as trade-ins when purchasing new equipment and/or supplies. Purchase orders shall include the CSUS tag number and serial number of any item that is traded-in. A copy of the purchase order shall be provided to the Property Control Manager by the Purchasing Department.

2. *Reassignment of Surplus Property within the System:*

Upon being notified of the existence of surplus property, if the Property Control Manager determines that the property may be useable by another System location or another state agency, the Property Control Manager shall notify his or her counterpart at such location(s), via email, of the availability of such property. If any Property Control Manager at a System location (or at another state agency) determines that such property is useable at his or her location, he or she will so notify the Property Control Manager offering said property, via email, within five (5) business days of receiving the email from offering location. The location accepting the surplus property will be given ten (10) business days from the date of its email communication to retrieve the surplus property from the offering location.

3. Advertising on DAS Website:

The System's Property Control Managers may advertise surplus items online in the internet surplus property listing maintained by the Department of Administrative Services ("DAS") website. These items should remain on the DAS website for fourteen (14) days after which the university or System Office should request a "Certificate of Destruction or Abandonment" (*see*, Exhibit D) from DAS and pursue the most expeditious and cost effective means to surplus the property.

4. Donation:

Only non-profit or tax-exempt entities may solicit or receive donated equipment or fixtures from the System. Since the System's primary purpose is education, educational institutions and programs within the State of Connecticut, from public school systems to before and after-care programs, should be the prime recipients of surplus property available for donation. State employees serving on the boards of, or employed by, municipal boards of education or non-profit or tax-exempt entities shall not personally solicit donated equipment and/or fixtures for such boards or entities. However, other officers or directors of such boards and entities may request donated property for those boards and entities.

Prior to the transfer of donated property, the following procedures shall be followed:

(a) Once a prospective donee has identified surplus property it wishes to receive, the Property Control Manager of the location having possession of the surplus property shall prepare a list of the equipment to be donated. Each item of property to be donated shall be separately described on said equipment list, with as much descriptive detail as possible (including, for example, the type of equipment and the model number, if any). The Property Control Manager shall provide to the prospective donee a "Certification of Donation or Transfer of Surplus Property" form (*see*, Exhibit E) and a "Liability Waiver for Donated Equipment and/or Supplies" form (*see*, Exhibit F), with the completed equipment list appended thereto. The "Certification of Donation or Transfer of Surplus Property" and the "Liability Waiver for Donated Equipment and/or Supplies" must be signed by an authorized signatory for the donee organization and returned to the Property Control Manager before the property is released to the donee.

(b) The Property Control Manager shall make arrangements with the donee organization to receive and transport the surplus property expeditiously.

(c) The donating location shall require that the driver for the donee organization produce identification verifying his or her affiliation with the donee organization. The driver shall be provided an "Acknowledgement of Receipt of Donated or Transferred Equipment and/or Supplies" form (*see*, Exhibit G), and shall verify that the property received is that listed on the "List of Donated or Transferred Equipment and/or Supplies" attached thereto. The driver shall then sign the "Acknowledgment of Receipt" and return it to the Property Control Manager. The driver shall be given copies of the fully-executed "Liability Waiver" (Exhibit F) and "Acknowledgement of Receipt" (Exhibit G).

(d) All documentation relating to donated property, including the fully-executed "Certification of Donation or Transfer" (Exhibit E), "Liability Waiver" (Exhibit F), and "Acknowledgment of Receipt" (Exhibit G), shall be maintained by the Property Control Manager of the donating location.

5. *Public Sale:*

CSUS BR #96-28 authorizes the Property Control Manager at each System location, with the approval of the location's Vice Chancellor for Finance and Administration, or Vice President for Finance and Administration/Chief Financial Officer/Executive Vice President, or their respective designees, to sell surplus property to the general public in accordance with CSUS BR# 96-28. Sales to the general public will be held on an "as needed basis" and shall be the result of public notice posted in a minimum of three newspapers no less than ten (10) days prior to the date of the scheduled sale. Notice shall be posted at the sale location advising prospective purchasers that each item offered for sale will be sold "as is and where is," that the Connecticut State University System makes no representation or warranty of any kind as to the condition, operability or performance of any item sold, or of its suitability for any particular purpose, and that the Purchaser assumes all responsibility and risk in connection with the use of the items purchased. Items shall be either publicly auctioned, sold by competitive sealed bids, or be clearly marked with a price that has been determined by the Property Control Manager as a fair price based on the existing market, the condition of the item(s) and any other salient factors.

Each item to be sold other than by public auction or sealed bid shall be marked with a removable tag which shall set forth the description of the item, the System location selling the item, the price of such item, and the date of the sale. The purchaser of the item shall present the tag to the person operating the cash register, who shall print a double cash register receipt. One receipt shall be given to the purchaser, who shall present the receipt upon exiting the sale with the item purchased. If the purchased item is not taken by the purchaser from the premises of the System location at the time of sale, the purchaser shall be required to produce his or her copy of the receipt at such subsequent time as he or she

removes the purchased property from the System location. The second receipt shall be attached to the tag and the tag and receipt shall be maintained by the location's Property Control Manager.

6. *Disposal:*

In cases where the Property Control Manager of a System location has determined that the surplus property has no value or use, he or she shall determine the most expedient method to dispose of or discard such equipment. The Property Control Manager shall maintain a record identifying each item disposed of or discarded and the method by which such item was disposed of or discarded. Both the Property Control Manager and the Vice Chancellor for Finance and Administration, or the Vice President for Finance and Administration/Chief Financial Officer/Executive Vice President, or their respective designees, must certify their approval by signing the record.