

### 3.1.23

#### **Environmental Aspect: Surplus Auction, Capital Assets Management, Asset Releases**

#### **Aspect Ranking: 3**

Capital Assets Management (CAM) part of the Department of Finance, is responsible for the functional maintenance of the FMS Asset Management module and Statewide Property Accounting (SPA) system, asset inventory analysis and reporting, and surplus asset inventory management and disposal.

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#### **Asset Releases**

##### **Task/Activity Description:**

Equipment that is no longer needed by the UTHSC-H is required under state law to be offered for sale to the public to recover or partially recover asset expenditures. In an effort to protect UTHSC-H employees, the environment, and public buyers of UTHSC-H surplus equipment, the Environmental Protection Program (EPP) has developed a Comprehensive Asset Tracking and Environmental Release (CATER) program to inspect certain pieces of equipment before transfer to the surplus warehouse and sale to the public. This equipment includes items from research laboratories and clinics that contain hazardous materials or may have come into contact with hazardous materials. These assets are classified as: inherently hazardous, hazardous characteristic added, distressed medical device, or controlled chemical apparatus or precursor material.

Prior to public sale, which may be through a live auction or an internet bidding process, the EPP identifies equipment and provides a buyer's acknowledgement form, which lists the inherent hazard or hazardous characteristic added. This form is used to communicate any potential hazards and verify the materials are not being purchased for disposal.

Equipment identified by the Texas Department of Public Safety as laboratory apparatus or precursor materials are removed from the warehouse and destroyed by EPP.

##### **Key Control Points:**

The Surplus Auction Buyer's Acknowledgment Form communicates potential hazards to buyers and documents sale of usable items. The Environmental Protection Program prevents precursor materials and equipment from being released to the public. Buyers of distressed medical equipment or equipment containing radioactive materials are required to show necessary permits or licenses to purchase regulated items.

**Related Forms, Records, SOPs:**

Guidance Document 1.2 CATER Program and Surplus Auction  
Surplus Auction Buyers Acknowledgment Form

**Personnel Responsible:**

Manager, Capital Assets Management

- Communicate auction schedule with EPP staff and provide access to equipment

Safety Specialists, EPP

- Identify potentially hazardous or regulated equipment prior to sale
- Complete equipment description on Surplus Auction Buyers Acknowledgment Forms

Safety Manger, EPP

- Develop and maintain system for monitoring equipment releases as sale of equipment through online auctions increase

EH&S Director

- Provide management oversight and liaison with Department of Finance

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**Environmental Compliance (Equipment Inspection) Program**

**Task/Activity Description:**

Prior to equipment relocation to the surplus warehouse, the EPP inspects laboratory equipment, and approves transport and sale to the public. CAM transports equipment to the surplus warehouse, located at the Operations Center Building, where equipment can be reused by UTHSC-H or sold to the public through an auction.

**Key Control Points:**

Online surplus transfer of equipment form is utilized by UTHSC-H community to request inspection of equipment by EPP, followed by equipment removal by CAM.

**Related Forms, Records, SOPs:**

Surplus Transfer of Equipment Form

**Personnel Responsible:**

DMO, Researcher, or PI

- Fill out and submit an electronic surplus transfer form
- Clean or decontaminate laboratory equipment, such as refrigerators, freezers, centrifuges
- Keep hallways clear by storing items awaiting surplus pickup in laboratories or designated storage rooms

Capital Assets Management Staff

- Receive equipment pickup request from EH&S through email system
- Transport equipment from campus to warehouse storage location
- Report any safety discrepancies to EPP

Environmental Protection Staff

- Evaluate surplus equipment request utilizing the online surplus form and administration pages
- Inspect characteristic or inherently hazardous laboratory equipment within three days of receiving online request
- Forward surplus forms for non hazardous equipment and equipment requiring an inspection to CAM using the online form

EH&S Director

- Provide management oversight and liaison with Department of Finance
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**Annual Training – Environmental Management Systems, Environmental Awareness, and CATER Program**

**Task/Activity Description:**

For the communication of environmental programs and environmental management systems, the EPP offers training to CAM and contract moving company staff. This training introduces and reinforces environmental management system principles, regulated equipment descriptions and legal requirements specific to CAM's operations, and hazardous materials management and disposal. The training is lead by an instructor, and the training materials are available on the EH&S web page.

**Key Control Points:**

Communicate environmental compliance requirements and environmental management concepts to personnel who transport equipment for sale to the public or reuse by the UTHSC-H community.

**Related Forms, Records, SOPs:**

CAM Environmental Awareness and CATER Training

**Personnel Responsible:**

Capital Assets Management, Manager

- Ensure CAM and contract moving company staff attend training

Manager/Safety Specialists, EPP

- Develop training materials and submit updates for EH&S web page
- Schedule training time, place, and date
- Present training materials to CAM staff
- Document training by obtaining a sign in sheet with all participants listed, deliver sign in sheet to EH&S administrative assistant who will enter names of personnel trained into a training tracking data base

EH&S Director

- Provide management oversight and liaison with Department of Finance
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