

## Surplus Equipment & Supplies

<b>Objective:</b>	To maximize waste reduction through the beneficial reuse of surplus equipment and to ensure proper waste management practices, such as recycling and reuse, are considered prior to disposal in a landfill.	<b>Policy/Procedure Number:</b>	09-21
<b>Reference:</b> (All applicable federal, state, and local laws)	Tompkins County Administrative Policies 06-07: Procurement; 06-13: Fixed Assets; 06-15: Waste Reduction; New York State Solid Waste Management Act of 1988	<b>Effective Date:</b>	December 8, 2007
<b>Legislative Policy Statement:</b>	The Tompkins County Legislature requires that to the greatest extent possible; County departments minimize the disposal of surplus equipment by following the waste reduction hierarchy established by the New York State Solid Waste Management Act of 1988.	<b>Responsible Department:</b>	Recycling & Materials Management
<b>General Information:</b>		<b>Modified Date (s):</b>	February 2, 2000; May 16, 2023
		<b>Resolution No.:</b>	00-027; 07-247; 2023-122
		<b>Next Scheduled Review:</b>	May 2028

### I. Definitions:

**Disposal** - The final removal of waste materials, conducted in such a manner that it does not provide any beneficial use. Disposal often refers to the landfilling of waste materials.

**Fixed Asset** - Includes all real property (land and buildings) and personal property (vehicles and equipment) which meet specified minimum criteria. as defined by *Tompkins County Administrative Policy 06-13*. Real property is not considered Surplus Equipment and is covered by Tompkins County Administrative Policy 09-07.

**Reuse** - To use a product more than once. An item may be reused for its originally intended purpose or creatively reused to fulfill a new function.

**Surplus Computer Equipment** - Reusable electronic equipment, that has no projected use within the originating department. Surplus computer equipment includes, but is not limited to, central processing units (CPU), laptops, printing devices, monitors, network equipment, telecommunications equipment, and peripheral devices. Computer equipment being traded-in to offset the cost of the purchase of replacement equipment is not considered to be surplus equipment for the purposes of this policy.

**Surplus Equipment** - Reusable equipment that has no projected use within the originating department. Equipment being traded-in to offset the cost of the purchase of replacement equipment is not considered to be surplus equipment for the purposes of this policy. Equipment that is excluded from this definition includes, medical supplies, firearms, other Federally, State, or locally regulated items, or other equipment as designated by the County Administrator.

**Waste Management Hierarchy** - Developed by the Environmental Protection Agency, this framework ranks management strategies in order of source reduction & reuse; recycling and composting; energy recovery; and treatment & disposal. This hierarchy is aimed to prioritize strategies that are most environmentally preferable in materials management.

## **II. Policy:**

**A.** It shall be the responsibility of County departments, with the assistance of the Division of Purchasing, Department of Information Technology Services (ITS), Facilities Department, and the Department of Recycling and Materials Management (RMM), to pursue reuse options for surplus equipment first, followed by recycling alternatives, before ultimate disposal.

**B.** When a department possesses surplus equipment, surplus supplies, or surplus computer equipment, the following hierarchy of procedures shall be implemented. If a department possesses surplus computer equipment the department must notify ITS or departmental computer support personnel. Any fixed asset item that is defined as surplus equipment must be reported to the Division of Purchasing in writing. County departments are not authorized to distribute surplus equipment or surplus computer equipment to private individuals, County employees, or private organizations without following the procedures outlined in this policy.

## **III. Procedure:**

### **A. Internal Reuse**

1. Prior to seeking external reuse, recycling or disposal alternatives, Tompkins County Departments will investigate opportunities for redistribution of surplus equipment and surplus supplies to other County departments. A County department may choose to sell or offer free of charge such equipment to other County departments. As necessary, the Purchasing Division can determine a fair market value for surplus equipment. ITS will manage surplus computer equipment for internal reuse when possible.
2. Original or historic furniture purchased for the Tompkins County Courthouse can be transferred between departments, but the Clerk of the Legislature must be notified so the location of these items is documented. These items are not surplus equipment and will not be removed from County possession unless deemed unusable by the Clerk of the Legislature.
3. If no internal reuse opportunity is identified for surplus equipment or surplus supplies, the County department is then responsible to pursue external reuse options as defined below.

### **B. External Reuse**

1. Prior to seeking recycling or disposal alternatives, departments will be required to evaluate opportunities for external reuse, that maximizes the financial return to the department.
2. No department other than ITS will provide surplus computer equipment for any external use.
3. *Auction*

Eligible surplus equipment may be included in an auction to be coordinated by the Purchasing Division. Departments are responsible for the transport of their surplus equipment to the auction site. Proceeds from the auction will be allocated to the department that purchased the equipment. If more than one department contributed to the purchase of the equipment, proceeds will be allocated to each department according to the percent of the original purchase price contributed.

#### 4. *Sell*

A County department may choose to sell surplus equipment, surplus supplies, and other items, as coordinated by the Purchasing Division. A fair market value range for surplus equipment will be established by the Purchasing Division. If the fair market value is not received, approval of the sale must be given by the County Administrator for a sale to occur. Proceeds from the sale will be allocated to the department that purchased the equipment. If more than one department contributed to the purchase of the equipment, proceeds will be allocated to each department according to the percent of the original purchase price contributed.

#### 5. *Donate*

A County department may choose to donate eligible surplus equipment or surplus supplies for external reuse through a 501(c)(3) non-profit, a Tompkins County local government agency, a local public school, or another reuse program as defined by TCRMM.

**Note:** If no internal or external reuse opportunity is identified for surplus equipment or surplus supplies, the County department is then responsible to pursue recycling options as described below.

### **C. Recycling**

1. Prior to seeking disposal alternatives, departments will be required to evaluate opportunities for recycling.
2. Whenever possible and in compliance with the Federal, State, and local laws, all surplus equipment and surplus supplies that cannot be reused must be recycled through a program as defined by RMM. Proper recycling of surplus computer equipment will be managed by ITS.
3. If no internal reuse, external reuse, or recycling opportunity is identified for surplus equipment, a County department is then responsible to pursue disposal options as described below.

### **D. Disposal**

Surplus equipment or surplus supplies (not to include surplus computer equipment) that cannot be reused or recycled may be disposed of in compliance with Federal, State, and local laws. Each County department will be responsible for the disposal of these items and may coordinate with the Facilities Department for their removal.