

# COUNTY OF MUSKEGON



## Surplus Disposal Policy & Procedure **Policy # 2014-37**

### MUSKEGON, MI

## Introduction:

Muskegon County Government is made up of more than 20 Departments located across more than two dozen facilities. The County will always have unwanted, obsolete or non-functioning materials to manage. It is important that we implement a surplus property management and disposal policy that is manageable, efficient, responsible and transparent.

Renovations, relocation of offices, and periodic replacements make the amount of surplus being generated and stored difficult to effectively manage. Maintaining the inventory and disposal in a sustainable manner will help to effectively manage future surplus without the need for large storage spaces.

## Surplus Property Disposal Policy and Procedure:

The purpose of this policy is to provide Departments with a clear and concise guide on how to assess and dispose of County surplus materials, whether for internal reallocation/reuse, public reuse, donation, recycle, or landfill disposal (Figure 1).

Departments shall be responsible for organizing and determining which items are no longer used or needed. *The goal will be to avoid excessive storage and backlog of materials that can be put to better use by instituting a system for managing the disposition of County property.* To accomplish this, **each Department Director shall assign a Surplus Liaison responsible for assessment, coordination and disposition of surplus within their department. To help with assessing the surplus item(s), the County Sustainability Coordinator and Facilities Management Supervisor will be contacted in the initial steps to help direct through the process.** Specifically, they will help determine which steps should be taken on a case-by-case scenario for items in need of disposal. The Surplus Liaison will be the point person who will contact the Sustainability Coordinator and Facilities Management Supervisor when items are no longer needed by their department. **The information needed from the Surplus Liaison are: Location of item(s), photographs, dimensions, and if the item is in working/ non-working condition, which will help determine next steps.** If an item is claimed for reuse or sold, the **Surplus Liaison will be the contact for showing and coordinating pickup of item(s).**

The County's priorities are to maximize internal reuse wherever possible, offer the materials to municipalities, other organizations, and the public via online auction (or other County-approved auction method), then donate or recycle all remaining items in an organized fashion. Items determined to be broken beyond repair, not readily recyclable or not suitable for donation, may be discarded in the trash, or transported to Muskegon County Solid Waste. Detailed below (and in Figure 1) are steps to assessing surplus equipment or supplies which are unsuitable, unneeded or unwanted:

### STEP 1: Define, Sort & Assess:

- a. Department Surplus Liaison will contact the [Sustainability Coordinator \(x8846\)](#) and [Facilities Management Supervisor \(x6417\)](#) when an item is in need of disposal. One or both of these individuals will help the Surplus Liaison throughout the process. **For all forms required for information gathering, please refer to Appendix A.**
- b. Fixed Assets:

- i. Items that were purchased with \$5,000 or more (i.e., Fixed asset) and/or items purchased using State or Federal grants are to be inventoried on an annual basis. Please refer to Appendix A for further guidance.

c. Electronics:

- i. Computers and Data Storage Devices: Any unwanted/obsolete computers, computer parts, or data storage devices shall be assessed and wiped clean of any data by Information Systems (IS) staff. They will determine whether the item should be reused or recycled. The Surplus Liaison will contact the [Help Desk](#) to schedule an assessment with IS.
  - 1. It shall be the responsibility of IS to manage and coordinate disposition of all County computers and data storage devices:
    - a. Computer Equipment (Monitors, Towers, Keyboards, Speakers, Cisco telephones, etc.)
    - b. Printers, scanners, fax machines
    - c. Cell phones, tablets, laptops
  - 2. **If items are in working condition** but no longer needed, IS will wipe data and the Surplus Liaison will continue to Step 2.
  - 3. **If items are deemed unfit for internal reuse or sale via online auction**, they shall be recycled. Contact [Sustainability Coordinator](#) to coordinate pickup (see Step 4).
- ii. Other Electronic Devices: Anything other than items listed above (e.g., TVs, cameras, telephones, paper shredders, typewriters, etc.) shall be analyzed for their condition by the Surplus Liaison to determine if they should be reused or recycled. Contact Sustainability Coordinator and Facilities Management Supervisor for assistance with assessment of item(s).

d. Furniture:

- i. The Surplus Liaison shall assess the piece(s) of furniture (e.g., chair, file cabinet, table, book shelf, etc.) and modular furniture units to determine the condition, and contact the [Sustainability Coordinator and Facilities Management Supervisor](#) with location information, photo(s), and condition to continue to next steps.
- ii. The furniture must be properly assessed and all contents found in drawers, cabinets, etc., disposed of according to this policy before it is transferred to other owners.

e. Misc. Office Supplies:

- i. Misc. “durable” office supplies (e.g., desk top organizers, literature holders, file bookends, monitor shelves, etc.) are in fair, usable condition, see Step 2. If an item is broken beyond repair, see Step 4.
- ii. Common small “disposable” office supplies of nominal value (e.g., pens, pencils, paper, paper clips, push pins, staples, sticky notes, file folders, binders, file boxes, rolodex, etc.) do not need to be tracked. These items can be brought to the **mail room** located on the first floor of the [Central Services \(building G\)](#). Items in the supply pool can be viewed and claimed for County use at any time.

f. Universal Waste

- i. It is important to address safe and responsible disposal of Universal Waste generated in County facilities in the property disposal policy. Michigan's [Universal Waste Rule](#) covers the following wastes which require special disposal due to hazardous contents:
  - 1. Batteries;
  - 2. Pesticides;
  - 3. Mercury containing devices (e.g., including thermostats, switches, thermometers, manometers, barometers, anti-locking braking systems [ABS], gas flow regulators, hydrometers, blood pressure cuffs and various medical devices, etc.);
  - 4. Electric lamps (i.e., fluorescent, high intensity discharge, sodium vapor, mercury vapor and Cathode Ray Tubes [CRTs] found in old televisions and projectors);
  - 5. Electronics (e.g., computers, printers, fax machines, and CRTs, etc.—see Step 1a);
  - 6. Antifreeze;
  - 7. Pharmaceutical drugs for both human and veterinary use.
- ii. If you have/find Universal Waste items to dispose, please contact the [Sustainability Coordinator](#) for directive and assistance.

**STEP 2: Departmental Reallocation:**

- a. Once surplus has been assessed and deemed reusable, the item(s) shall be entered into an online auction site which will send to all County departments for reuse within **14 days**.
- b. It is the responsibility of each Surplus Liaison to handle or arrange viewings and transport of any items claimed by other departments. Transport may be arranged via [Facilities Management Supervisor](#).

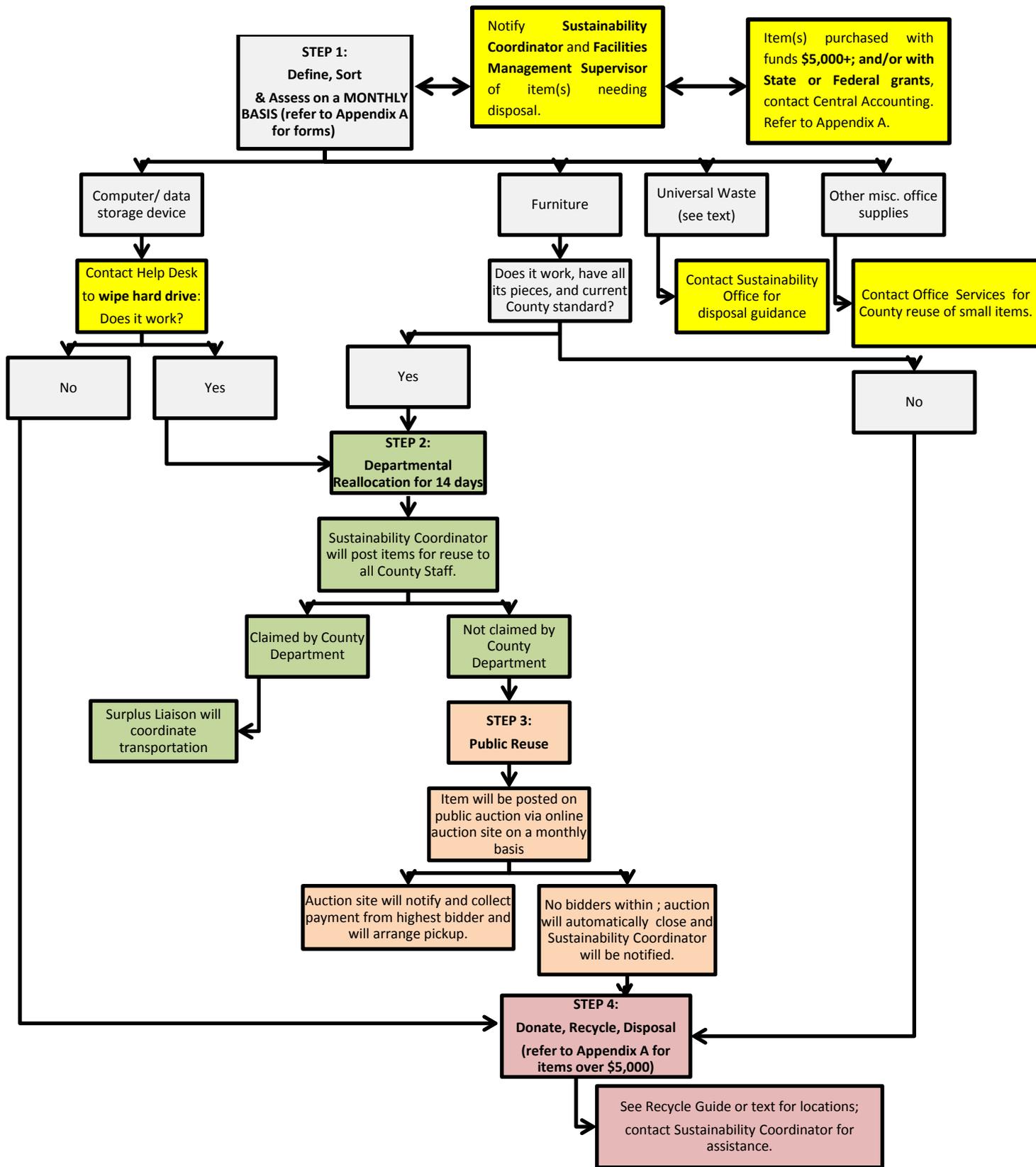
**STEP 3: Public Reuse:**

- a. Should the item(s) not be needed by other County departments, the item(s) shall be made available to County staff, other municipalities, and the public via online auction.
  
- a. Please notify Central Accounting if an item was \$5,000 or more, and/or purchased with State or Federal grants, as well as the Sustainability Coordinator who will assist the Surplus Liaison throughout the process (please refer to Appendix A for more detailed information).
  - i. The Sustainability Coordinator will take item(s) valued over \$5,000 to the Board for approval to be sold on a periodic basis.
  - ii. If the value is less than \$5,000, the items can be listed on the contracted online auction site on a periodic basis.
  - iii. The winning bidder and the Surplus Liaison will be notified after the auction is closed.
  - iv. The Sustainability Coordinator will work with Central Accounting staff and the contracted online auction staff to coordinate showing and pickup of item(s).
  
- b. Other auction sites and procedures approved by the County will also be acceptable.

**STEP 4: Donate, Recycle, and Disposal:**

- a. If items are deemed unusable, unwanted by other Departments, municipalities, or for public reuse, staff recommends disposal as follows:
  - i. DONATE/ RECYCLE items based on the [Muskegon County Recycling Guide](#)
  - ii. DISPOSE of items to [Muskegon County Solid Waste](#) or via trash hauler's dumpster.
  - iii. Please refer to Appendix A if the value of the item(s) to be donated, recycled, or disposed is more than \$5,000.
  
- b. It is the responsibility of each Surplus Liaison to handle or arrange for transport of any items for recycle or disposal. Scheduled transportation can be accommodated upon request via [Facilities Management Supervisor](#).
  
- c. Each Surplus Liaison shall notify the Sustainability Coordinator as to where item(s) were recycled, donated, or disposed for sustainability tracking and reporting.

FIGURE 1: Organizational chart for Muskegon County Surplus Property Disposal Policy & Procedures



## APPENDIX A

### **Fixed Asset Management (Assets with Original Value Greater than \$5,000)**

The County of Muskegon is required by GASB Statement No. 34 to report and depreciate fixed assets for all county departments. The threshold for tracking assets is \$5,000.00. Any item acquired by the county through trade, lease, purchase, or donation that is valued at \$5,000.00 or above will need to be tracked and reported by Central Accounting. Following is a step-by-step procedure for the management of your department's fixed assets.

#### **1. Asset Acquisition**

Acquisition of Assets is governed by the County of Muskegon [Purchasing Policy #2003-431](#), regardless of method of acquisition (purchase, lease, trade, and donation). Within 30 days of acquisition it is the department's responsibility to complete an [Asset Acquisition Form](#) and forward it to [FixedAssets@co.muskegon.mi.us](mailto:FixedAssets@co.muskegon.mi.us) with all supporting documents. Once received, the Accounting department will post the addition to the County Fixed Asset Module.

#### **2. Asset Disposal**

Disposal of Assets valued at \$5,000 or greater also requires board approval, regardless of method of disposal (Sale, Trade, Donation, and Scrap). Within 30 days of disposal it is the department's responsibility to complete an [Asset Disposal Form](#) and forward it to [FixedAssets@co.muskegon.mi.us](mailto:FixedAssets@co.muskegon.mi.us) with all supporting documents. Once received, the Accounting department will post the adjustments to the County Fixed Asset Module and General Ledger.

##### **a. Asset Sale**

Please refer to the [Surplus Item Disposal Procedure](#) for a detailed list of steps required for Asset Disposal through Sale.

##### **b. Asset Trade**

If a department would like to trade-in an existing asset for a different asset the department will be required to complete an [Asset Disposal Form](#) for the traded asset and an [Asset Acquisition Form](#) for the new asset. Once complete, these forms should be forwarded to [FixedAssets@co.muskegon.mi.us](mailto:FixedAssets@co.muskegon.mi.us) within 30 days to be recorded in the County Fixed Asset Module.

##### **c. Asset Donated, Recycled, Disposed**

In some cases, an asset may have no useful life left and will need to be scrapped. Please refer to the [Surplus Item Disposal Procedure](#) for the steps required to dispose of an asset. This procedure is based on the [Surplus Disposal Policy & Procedure, Policy # 2014-37](#).

#### **3. Annual Inventory**

Annually the Accounting Department will conduct an inventory of assets county-wide. The Accounting department will distribute a list of each department's assets to the department for review. The departments will be responsible for reviewing the assets on the inventory report and forwarding any changes or corrections to the Accounting department. Adjustments to the County Fixed Asset Module will be posted by the Accounting department to ensure accurate reporting for fiscal year end.

**Surplus Item Disposal**

It is the policy of Muskegon County to responsibly dispose of surplus items. Surplus items with useful life will first be offered for reuse to other county departments. In the event that there is no interest in these items within the county, they will then be sent to public auction. If the items lack public interest, or have no useful life remaining they will then be properly recycled or disposed. **Please note all asset disposals with a value of \$5,000 or greater must be board approved.**

This instructional is designed to be an overview of the steps listed in the Surplus Disposal Policy & Procedure, [Policy # 2014-37](#). Please refer to [Policy # 2014-37](#) for details or further questions regarding the disposal of surplus items.

**1. Identify Surplus Items**

Per [Policy # 2014-37](#) it is the department's responsibility to assign a Surplus Liaison to assess and coordinate the disposition of the surplus assets in their department. The Surplus Liaison will identify the surplus items.

**2. Contact the Sustainability Coordinator**

Once surplus items have been identified, the Surplus Liaison will fill out the **Surplus Item Information Form** and submit it to [Sustainability@co.muskegon.mi.us](mailto:Sustainability@co.muskegon.mi.us). The Surplus Liaison will work with the Sustainability Coordinator to determine the best course of action for the surplus items.

**3. Post Items for Reuse**

If deemed appropriate, the Sustainability Coordinator will work with the Surplus Liaison to post the surplus items for release to all county departments for possible reuse. Items will be available to claim for reuse for fourteen (14) days from the time they are posted. If the original value of an individual item was greater than \$5,000 the acquiring department must complete the **Asset Acquisition Form** and submit it to [FixedAssets@co.muskegon.mi.us](mailto:FixedAssets@co.muskegon.mi.us) within 30 days. The Accounting department will complete and post the change to the County Fixed Asset module and General Ledger.

**4. Approve Surplus Items for Public Auction**

After the internal posting period (14 days), the Sustainability Coordinator will work with Facilities Management to determine if the surplus items should be sent to the auction vendor for public auction or recycled. The Sustainability Coordinator will then compile a list of these items and their disposal methods. The Sustainability Coordinator will present a motion to the Board of Commissioners for approval of disposing items valued at \$5,000 or greater on a periodic basis as items become available.

**5. Send Surplus Items to Public Auction**

At the beginning of each month, all surplus items deemed ready for auction (and board approved if valued at \$5,000 or greater) will be forwarded to Accounting. Accounting will forward the information to the auction vendor for listing on the public auction site. At that point, Accounting will collaborate with the auction vendor and the department's Surplus Liaison to arrange for pick-up of the items by the vendor or the buyer.

**6. Properly Dispose of Surplus Items**

If it is determined that surplus items have no value, or they do not sell at public auction the Sustainability Coordinator will determine the best course of action for disposal, donation, or recycling.

\*\*Please note, if the asset had an **original value greater than \$5,000** and the item has been disposed, regardless of the method, the originating department must complete an **Asset Disposal Form** and submit it to [FixedAssets@co.muskegon.mi.us](mailto:FixedAssets@co.muskegon.mi.us) within 30 days. The Accounting department will complete and post the change to the County Fixed Asset module and General Ledger.

**APPENDIX A**

***Muskegon County***

**Surplus Item Information Form**

*\*\*This form does not grant approval to dispose of assets; it only serves to assist you in providing needed information.*

**Item Detail**

***For multiple Items please use table on Page 2, or attach spreadsheet.***

Item Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Mileage (Hours for Equipment): \_\_\_\_\_ Tag Number: \_\_\_\_\_

Current Condition:

Special Features:

Minimum Sale Price: \_\_\_\_\_ Date available for sale: \_\_\_\_\_

Location of Asset (be specific – include address): \_\_\_\_\_

Notes:

**Department Detail**

Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Approved by (Board Motion): \_\_\_\_\_



**APPENDIX A**

**Muskegon County**

**Asset Disposal Form**

*\*\*This form does not grant approval to dispose of assets; it only serves to update the inventory database.*

**Asset Detail**

Tag #	Description (Manufacturer, Model, Serial #)

**Department Detail**

Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Approved by (Board Motion): \_\_\_\_\_

**Type of Disposition**

Sold      Traded-in      Transferred      Scrapped      Donated      Insurance Claim

If transferred, new location \_\_\_\_\_ Disposal Date \_\_\_\_\_

If sold, traded-in, insurance claim, or donated provide recipient & value received:

If scrapped, detail what will be done with the asset:

Notes:

**APPENDIX A**

***Muskegon County***

**Asset Acquisition Form**

*\*\*This form does not grant approval to acquire assets; it only serves to update the inventory database.*

**Asset Detail**

Date of Acquisition: \_\_\_\_\_ Item Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Mileage (Hours for Equipment): \_\_\_\_\_

Current Condition:

Special Features:

Original Value (full purchase price or current value of donation): \_\_\_\_\_

Method of acquisition (purchase, lease, donated, etc.): \_\_\_\_\_

Acquired from (vendor,  
department): \_\_\_\_\_

PO #: \_\_\_\_\_ Invoice #: \_\_\_\_\_

Location of Asset (be specific – include address): \_\_\_\_\_  
\_\_\_\_\_

**Department Detail**

Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Approved by (Board Motion): \_\_\_\_\_

Notes: