How to Surplus Unneeded Items
Johnson (JHN) and Atmospheric Sciences-Geophysics Building (ATG)

By law, all unwanted University property must be surplused, regardless of condition.

Some items may need to follow special procedures before they can come to UW Surplus. Please check the UW preparing items for Surplus guide for an exhaustive list of items that cannot be accepted by UW Surplus and items that are conditionally accepted.

Things that cannot be surplused, under any circumstances, include items containing asbestos or chemicals, pressurized gas cylinders, etc. Work with Mike Harrel to submit a work request on the UW Facilities page for pick-up of asbestos items. Contact UW EH&S for chemicals or gas cylinders, etc.

Here is the process to follow if you have furniture or equipment in your space that you want removed:

1. Preparing items for Surplus
   a. All items must be emptied, all locks must be unlocked. If it is a locking cabinet or storage unit, tape the key to the top shelf or middle drawer.
   b. All small items must be boxed. Group similar categories and label them.
   c. If it is lab equipment that has held chemicals it must have a completed Notice of Cleaning and/or Decontamination Form affixed to the item(s).
   d. Mark each item or box clearly marked “surplus”.

2. Send an email to Mike Harrell (mharrell@ess.washington.edu) with a list of what needs to be taken away: what it is, where it is, and what is the inventory number, if one is available.

3. You may instead submit a list directly to Surplus. The page for doing so is here: https://facilities.uw.edu/catalog/surplus
   a. If you choose this option, Mike Harrell will NOT be involved in the process.
   b. The person submitting the request will either need to take the items to Surplus themselves, or will need to pay to have the items collected by Surplus.

It may take several weeks after submission before items can be hauled away, so do not put piles out in the hallway. Keep the items in your space or if you need a neutral staging area while waiting for a pick-up, please contact mharrell@ess.washington.edu to make different arrangements.

Please visit UW Facilities webpage for more information.
Any questions can be addressed to mharrell@ess.washington.edu.
Thank you for your cooperation!