



PCC SURPLUS PROPERTY GUIDE

Items Not Appropriate for Surplus

Reference this handout before sending property to Surplus. The items below require another process, approval, return, or specialized handling.

NO TRASH OF ANY KIND (Including paper, cardboard, plastic bottles, etc.)

ITEMS REQUIRING ANOTHER PROCESS

If unapproved surplus items are found by Property Control personnel, they will be returned to you to complete the correct process.

1. Computers and data-bearing equipment	Desktop computers, laptops, tablets, servers, hard drives, and other storage devices must go to IT for data sanitization and account/login unlocking before they are transferred to Surplus Property.
2. Equipment loaned to PCC	Loaned equipment must be directed to the appropriate department head for required return or disposition. It is not PCC-owned surplus property.
3. Unapproved surplus property	Do not send equipment to Surplus Property until the department has approved it as surplus and completed the required departmental surplus process.
4. Chemicals, liquids, and hazardous products	Chemicals, cleaners, paints, solvents, pesticides, adhesives, fuels, oils, oil filters, antifreeze, brake fluid, medications, chemical-residue containers, printer ink, and liquids such as water, tea, or coffee are not appropriate surplus.
5. Batteries, lamps, mercury, lead, and ballasts	Batteries; fluorescent, CFL, HID, high-pressure sodium, metal-halide, or projector lamps; mercury devices; lead items; and PCB ballasts require proper handling. Remove batteries, bulbs, or lamps from equipment before transfer to Surplus Property.
6. Pressurized, aerosol, or flammable containers	Aerosol cans (empty or full), compressed-gas cylinders such as propane, helium, or air, and fuel canisters are not appropriate surplus.
7. Biological, regulated, or suspect materials	Biohazard bags, sharps, laboratory or medical waste, dissection specimens, radioactive equipment, asbestos-containing items, oily rags, and unknown, unlabeled, damaged, or leaking materials require specialized handling. Equipment exposed to biohazardous material must be disinfected before transfer to Surplus Property.

HAZARDOUS OR REGULATED WASTE IS NOT SURPLUS (SEE ITEMS 4-7). Submit an SRC request or contact Environmental Health & Safety (EH&S) for handling instructions.

WHEN IN DOUBT: Contact Property Control before sending an item to Surplus Property.

PROPERTY CONTROL: Dennis Gonzalez | 971-722-7276 | dennis.gonzalez@pcc.edu

ENVIRONMENTAL HEALTH & SAFETY (EH&S): ehs@pcc.edu