

EC Highlight:
Surplus, Spring Cleaning and YOU!



Spring is here you may be inspired to clean up, clear out and reorganize. Taking stock of what is in use, needs repair or needs a new home can improve the appearance on your area, increase efficiency and reduce clutter. OHSU Surplus can help!

Surplus is defined as any item (whether it has monetary value or not) determined to be worn out, damaged, obsolete, or for which its intended use no longer exists, therefore the item no longer has any value to the holding department.

- Office supplies can be sent to Custodial, Recycling and Waste Management in Parking Structure 2, (across from the Dental School) for re-distribution. Call 4-8813 for more information.
- Hazardous materials (chemical, radiological and biological) CANNOT be sent to Surplus, and some items (e.g. refrigerators, freezers) require EHRS approval—call for advice (4-7795).

Surplus has 5 days to pick-up the items, but that clock starts ticking AFTER the fiscal authority approves your request. Item(s) are the responsibility of the department until Surplus picks them up.

Fire code prohibits the storage of items in the corridors and hallways.



Marketplace

Want to go shopping?

Departments and individuals are able to purchase items from surplus.

Appointments are preferred. Call for hours, locations and directions, if needed.

Departments can also list items “for sale/ for free” within the OHSU Community.

Tips for system users:

- For the on-line system, use a PC, or follow the special directions for a Mac. Turn your pop-up blocker OFF and remember that your username and password are not the same as your Novell login (it's assigned during training).
- Advance notice— If you know you're getting new equipment or furniture, submit the surplus request before the replacements come and then schedule pick up (see below)
- Schedule a pick up appointment! Check the appointment box in the form and the Surplus Program will call you (remember, they don't see the request until AFTER your fiscal authority signs off)
- Leave your item(s) in place or find an appropriate storage spot until pick up.
- Tag 'em—Surplus can only pick up items that have appropriate tags. Each item must be listed and have a number. If you need to add stuff in, submit another order.

Remember— Departments and individuals may not externally sell, give away or throw away OHSU property—it all has to go through the Surplus Program. Employees may not take surplus items home unless they purchase them through the Logistics Program.

Questions? Contact the Surplus Property Office at 4-8019.

For more information, training modules and for access the to surplus ordering system go to:

<http://pdxlogappsrvr/SurplusPropertyOffice/>

Joint Commission - Environment of Care Standards guide OHSU in this material. The Environment of Care Committee offers this tool to help remind employees of safety polices and best practices. Questions? 503.494.7795 **Please post or share this information with staff. April 2010**