



Designation: E2306 – 18

Standard Guide for Disposal of Personal Property Assets¹

This standard is issued under the fixed designation E2306; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reappraisal. A superscript epsilon (ε) indicates an editorial change since the last revision or reappraisal.

1. Scope

1.1 This guide describes various personal property asset disposal methods including donation, sales, recycling, destruction, and abandonment.

1.2 This guide recognizes that while some entities distinguish between ‘excess’ and ‘surplus’ personal property assets, this guide will remain consistent with Terminology E2135 using those words as they are defined therein.

1.3 Prior to disposing of any personal property assets, consideration should be given to reutilization/reuse within the owning entity.

1.4 Disposal is the final step in the final phase of the life cycle management of personal property assets.

1.5 As entities may incur unnecessary or additional costs associated with recordkeeping, taxes, storage, maintenance, etc., of personal property assets until final disposal actions are complete, selecting the most efficient and economical method of disposal is critical to a successful disposal program.

1.6 This guide does not include specific requirements for the classification or the disposal of scrap items or materials.

1.7 This guide does not specifically address disposal requirements of governmental laws and regulations. However, this guide enables an entity to align or integrate applicable governmental laws and regulations with its own requirements.

1.7.1 When disposing of assets owned by another entity, entities must adhere to contractual requirements of the owning entity as well as applicable statutory and regulatory guidelines, policies, and requirements specific to the owning entity.

1.8 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.9 *This international standard was developed in accordance with internationally recognized principles on standard-*

ization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.

2. Referenced Documents

2.1 ASTM Standards:²

E2135 Terminology for Property and Asset Management

E2279 Practice for Establishing the Guiding Principles of Property Asset Management

E2858 Practice for Sales of Personal Property

2.2 Other Documents:

e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment³

International Organization for Standardization (ISO) 14001 Environmental Management Standards⁴

National Institute of Standards and Technology (NIST) Special Publication 800–88 Guidelines for Media Sanitization⁵

Responsible Recycling (R2) Standard Responsible Recycling⁶

Restriction of Hazardous Substances (RoHS) Directive 2002/95/EC⁷

Waste Electrical and Electronic Equipment (WEEE) Directive 2002/96/EC⁸

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For Annual Book of ASTM Standards volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from e-Stewards, Basel Action Network, 206 First Avenue South, Suite 410, Seattle, WA 98104, <http://e-stewards.org>.

⁴ Available from International Organization for Standardization (ISO), ISO Central Secretariat, BIBC II, Chemin de Blandonnet 8, CP 401, 1214 Vernier, Geneva, Switzerland, <http://www.iso.org>.

⁵ Available from National Institute of Standards and Technology (NIST), 100 Bureau Dr., Stop 1070, Gaithersburg, MD 20899-1070, <http://www.nist.gov>.

⁶ Available from Sustainable Electronics Recycling International, P.O. Box 19611, Boulder, CO 80308, <http://www.sustainableelectronics.org>.

⁷ Available from European Commission, Directorate-General for Environment, B-1049 Brussels, Belgium, http://ec.europa.eu/environment/waste/rohs_eee/index_en.htm.

⁸ Available from European Commission, Directorate-General for Environment, B-1049 Brussels, Belgium, http://ec.europa.eu/environment/waste/weee/index_en.htm.

¹ This guide is under the jurisdiction of ASTM Committee E53 on Asset Management and is the direct responsibility of Subcommittee E53.04 on Reutilization and Disposal.

Current edition approved July 1, 2018. Published August 2018. Originally approved in 2003. Last previous edition approved in 2013 as E2306–13. DOI: 10.1520/E2306–18.

3. Terminology

3.1 *Definitions*—For definitions of additional terms, refer to Terminology [E2135](#).

3.2 *Definitions of Terms Specific to This Standard:*

3.2.1 *abandonment, n*—to give up all and any future claim to rights or interest in personal property.

3.2.2 *destruction, n*—the process of ruining the structure, organic existence, or physical condition of personal property rendering it unusable for its intended function or design.

3.2.3 *recycling, v*—processing property and materials (scrap/waste) into new materials or products to prevent waste of potentially useful materials.

3.2.4 *reutilization, n*—transferring or reassigning personal property within an entity.

4. Summary of Guide

4.1 Entities will determine disposal methods in accordance with this guide using terminology cited in Terminology [E2135](#).

5. Significance and Use

5.1 Continuing emphasis by interested stakeholders demands that an entity dispose of surplus personal property assets in the most economical and efficient manner possible.

5.2 The selection of the disposal method may depend on regulatory, environmental, or safety concerns.

5.3 A personal property assets disposal program should be conducted in a manner consistent with the entity's requirements, goals, and objectives.

6. Management of Surplus

6.1 Entities shall establish policies and implement accountability systems to manage the disposal of surplus personal property assets. (See Practice [E2279](#).)

6.2 Asset management systems should be designed to identify underutilized equipment, rental/lease periods nearing expiration, etc., to assist in determining what property may no longer be required by an entity.

6.3 Surplus personal property assets capable of storing electronic data should be sanitized prior to disposal to eliminate the possible loss of control of data characterized by negative societal, safety, or security impact. NIST 800–88 describes guides to clean hard drives and other storage devices in order to protect sensitive data and maximize reuse potential by using the least destructive sanitization procedures wherever appropriate. The physical removal of hard drives or other data storage components prior to disposal should usually be considered as a last resort. Follow your entities sanitization processes, policies, and procedures.

6.4 The disposal of surplus personal property assets may involve the following methods: donation, recycling, sale, destruction, abandonment or any other appropriate method authorized by the property owner.

6.5 Entities should assure that they have sufficient rights (that is, written documentation) to dispose of assets prior to initiating disposal actions.

7. Donation of Surplus

7.1 Entities should establish donation programs that comply with applicable entity processes, policies, and procedures. Donation programs should enable donation of surplus personal property assets directly to eligible entities with the least amount of administrative effort/costs. Care must be used to ensure donations stand up to public scrutiny.

7.2 The donation of surplus property to non-profits or similar entities can meet disposal needs and bring goodwill to the donating entity.

7.3 Governmental entities must determine eligibility in accordance with the applicable federal statutes and regulations. Each U.S. state and territory has a State Agency for Surplus Property (SASP). These agencies were established to receive federal surplus personal property assets and to donate assets to public entities and certain non-profit, tax-exempt agencies. The General Services Administration (GSA) has the responsibility of administering this program and has issued regulations for its implementation.

8. Recycling Surplus

8.1 Recycling should be considered prior to declaring assets as having disposal or sale value for material content only.

8.2 Consider the recycling of salvage and scrap materials after destruction.

8.3 Recycling may be a cost effective, environmentally friendly way to dispose of surplus personal property assets. An effective recycling program decreases material entering the waste stream and is sometimes required by statute or regulation.

8.4 Recyclers should be certified to comply with ISO 14001. Recycling certifications for electronic equipment disposal include the R2 Standard, the e-Stewards Standard, WEEE Directive, or RoHS Directive, or a combination thereof.

9. Sale (See Practice [E2858](#))

9.1 Assets determined to be no longer needed by the owning entity may be considered for sale.

9.2 Entities should determine the most economical method to sell surplus assets.

9.2.1 Sales should be planned and conducted in a manner that will maximize benefits and minimize risk to the entity.

9.2.2 When planning and conducting sales, entities should consider property characteristics, location, anticipated market, duration of the sale, and anticipated proceeds versus anticipated cost to conduct the sale.

9.2.3 Entities should consider other methods of disposal whenever the anticipated cost of sale exceeds anticipated proceeds of the sale.

9.3 Records must be updated to reflect the sale and that the asset is no longer available.

9.4 Entities should ensure all necessary documentation such as Certificates of Origin, maintenance records, vehicle titles, etc., for the proper transfer of ownership to the successful buyer are available. Documents such as