ISU Property Disposal Procedures - Original Value under $2,000
(Idaho Falls, Meridian and Twin Falls Campuses)

End-User

1. **Initiate Disposal Process**
   - Prepare Disposal Form (Purchasing Website)

2. **Original Property on CPIS Inventory?**
   - Yes or unknown: Contact CPIS to determine if on inventory (x.3288 or x.2176)
   - Yes: **CPS process per state procedures (see over $2k process)**
   - No: **See List of Common HazMat Items on Facilities Website**

3. **HazMat equipment/materials?**
   - Yes: See List of Common HazMat Items on Facilities Website
   - No: Contact TSO (x.2310) for pickup of HazMat

4. **Property have digital memory?**
   - Yes: Issue Service Request & Schedule
     - **ITS Process:** ITS remove & wipe hard drive
   - No: **Contact your local ITS Department to determine if item has repurpose value**

5. **Can Items be repurposed?**
   - Yes: **ISU Surplus Website**
   - No: **Remove ISU tags/labels**

6. **Property Type?**
   - Furniture?
     - Yes: Waste Disposal
     - No: **Property Tag?**
   - Computers/PC, laptops, tablets, hand held, etc.
     - Yes: Local PC Recycling Company
     - No: E-waste: electronic equipment, monitors, keyboards, power cords, etc.

7. **Wiped?**
   - Yes: **ITS Apply “Green” Tag**
   - No: **ITS Cannibalize any usable parts**

8. **ITS Cannibalize any usable parts?**
   - Yes: ISU Recycling Center Shreds hard drives
   - No: Secure storage (lock box) in ITS

9. **Hard drives/memory devices?**
   - Yes: Use Local PC Recycler if Pacific is not a cost-effective option
   - No: **Local Pacific Recycling**

10. **TSO Schedules pickup and handles disposal, retain copy of disposal documents**

11. **End Process**