



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.