



Designation: ~~E2306-03~~ Designation: E2306 – 11

# Standard Practice for ~~Utilization and Disposal of Personal Property~~ Disposal of Personal Property<sup>1</sup>

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 reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## 1. Scope

- ~~1.1 This standard encompasses how excess and surplus personal property is utilized, donated, sold, abandoned or destroyed.~~  
~~1.2 Disposal is the final step in the final phase of the Personal Property Management Life Cycle. Disposal is a cost effective means to transfer property from accountability records of an organization. Until disposal action occurs and is properly documented, the property remains on organizational property and financial records and therefore subject to costly cyclic inventories.~~  
~~1.3 This standard does not include disposal requirements specific to state or federal environmental or security regulations. However, this standard enables an organizational to align or integrate state, federal, or its own requirements.~~  
1.1 This practice encompasses the disposal of surplus personal property and how surplus property is donated, sold, recycled, abandoned, or destroyed.  
1.2 Disposal is the final step in the final phase of the Personal Property Management Cycle. Until the disposal action occurs and is properly documented, the property remains on an entity's property and financial records and therefore subject to costly cyclic inventories.  
1.3 This standard does not include specific requirements for the classification of or the disposal of scrap items or materials.  
1.4 This standard does not include specific governmental disposal requirements, or environmental, or security regulations. However, this standard enables an entity to align or integrate those requirements into its own procedures.

## 2. Referenced Documents

### 2.1 ASTM Standards:<sup>2</sup>

E2135

[E2135 Terminology for Property and Asset Management](#)

E2279

[E2279 Practice for Establishing the Guiding Principles of Property Management](#)

### 2.2 Other References:

The NPMA Federal Property Manual

Federal Property and Administrative Services Act of 1949

Federal Property Management Regulations

Federal Management Regulations

## 3. Terminology

### 3.1 Definitions:

- ~~3.1.1 *abandonment and destruction*—occurs when the surplus personal property has reached the end of its useful life and no other disposal options are available. *abandonment*—to give up all and any future claim to rights or interest in surplus property.~~  
~~3.1.2 *disposal*—the processes involved in the removal of personal property from the property accounting system after assignment for utilization, donation, sale, abandonment, or destruction. —the processes involved in determining the appropriate disposition for surplus property, including removal of personal property from the property accounting system.~~  
~~3.1.3 *destruction*—the process of ruining the structure, organic existence, or condition of items after consideration for utilization, donation, recycling, sale, or abandonment.~~  
3.1.4 *donations*—direct transfer of title of surplus property to eligible donees and other specifically designated recipients.

<sup>1</sup> This practice is under the jurisdiction of ASTM Committee E53 on Property Management Systems and is the direct responsibility of Subcommittee E53.04 on Reutilization & Disposal.

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<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.