



Designation: E2306 – 13

Standard Practice for Disposal of Personal Property¹

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1. Scope

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

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

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

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

1.5 As entities may incur unnecessary or additional costs associated with recordkeeping, taxes, storage, maintenance, etc., of personal property 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 practice does not include specific requirements for the classification or the disposal of scrap items or materials.

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

1.7.1 When disposing of property 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 and health practices and determine the applicability of regulatory limitations prior to use.*

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

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2. Referenced Documents

2.1 *ASTM Standards*:²

E2135 Terminology for Property and Asset Management

2.2 *Other Documents*:

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

ISO 14001 Environmental Management Standards⁴

NIST 800–88 Guidelines for Media Sanitization⁵

R2 Standard Recycling Responsibly⁶

RoHS Directive Directive 2002/96/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment⁷

WEEE Directive Directive 2002/96/EC on Waste Electrical and Electronic Equipment⁸

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 design or function.

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.

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), 1, ch. de la Voie-Creuse, CP 56, CH-1211 Geneva 20, 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 R2 Solutions, 2075 Yarmouth Ave., Boulder, CO 80301, <http://www.r2solutions.org>.

⁷ Available from Environment Directorate-General, European Commission, B-1049 Brussels, <http://www.rohs-guide.com>.

⁸ Available from Environment Directorate-General, European Commission, B-1049 Brussels, <http://free.weee-guide.com/weee-directive.html>.