



Designation: ~~E2306 – 11~~ E2306 – 13

Standard Practice for Disposal of Personal Property¹

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1. Scope

1.1 ~~This practice encompasses the disposal of surplus personal property and how surplus property is donated, sold, recycled, abandoned, or destroyed.~~ 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 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 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 standard practice does not include specific requirements for the classification of or the disposal of scrap items or materials.~~

1.7 ~~This standard practice does not include specific governmental disposal requirements, or environmental, or security specifically address disposal requirements of governmental laws and regulations. However, this standard practice enables an entity to align or integrate those requirements into applicable governmental laws and regulations with its own procedures 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.*

2. Referenced Documents

2.1 *ASTM Standards:*²

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

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

2.2 *Other Documents:*

[e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment](#)³

[ISO 14001 Environmental Management Standards](#)⁴

[NIST 800–88 Guidelines for Media Sanitization](#)⁵

[R2 Standard Recycling Responsibly](#)⁶

¹ 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 and Disposal.

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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>.

[RoHS Directive Directive 2002/96/EC on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment](#)⁷

[WEEE Directive Directive 2002/96/EC on Waste Electrical and Electronic Equipment](#)⁸

3. Terminology

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

3.2 *Definitions: Definitions of Terms Specific to This Standard:*

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

3.1.2 *disposal*—the processes involved in determining the appropriate disposition for surplus property, including removal of personal property from the property accounting system.

3.2.2 *destruction*—*destruction, n*—the process of ruining the structure, organic existence, or physical condition of items after consideration for utilization, donation, recycling, sale, or abandonment personal property rendering it unusable for its intended design or function.

3.1.4 *donations*—direct transfer of title of surplus property to eligible donees and other specifically designated recipients.

3.1.5 *reutilization*—finding another use for property already owned.

3.1.6 *sale*—transfer of the ownership and title to property from one entity to another for an agreed upon consideration.

3.1.7 *scrap*—property that has no value except for its basic material content.

3.2.3 *screening recycling period*—*v*—the period in which excess and surplus personal property are made available for transfer or donation processing property and materials (scrap/waste) into new materials or products to prevent waste of potentially useful materials.

3.2.4 *surplus*—*reutilization, n*—personal property that is no longer required by the owning entity; and for property belonging to the United States Government, it is determined by the General Services Administration transferring or reassigning personal property within an entity.

4. Summary of Practice

4.1 ~~Organizational entities will implement property management systems~~ Entities will determine disposal methods in accordance with Practice [E2279](#) and use practice using terminology cited in Terminology [E2135](#).

5. Significance and Use

5.1 Continuing emphasis by interested stakeholders demands that an entity dispose of surplus assets personal property 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 ~~An efficient~~ A personal property reutilization and disposal program should be done conducted in a manner consistent with the entity's goals requirements, goals, and objectives.

6. Management and Utilization of Surplus Personal Property

6.1 Entities shall establish policies and implement accountability systems to manage the ~~reutilization and disposal~~ of surplus personal property.

6.2 Property management systems should be ~~capable of surveying its property needs and determine what property is no longer required by the~~ 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 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 practices 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 ~~process for~~ of surplus personal property should may involve the following ~~processes: reutilization, methods: donation, recycling, sale, and destruction, abandonment or destruction, or any other appropriate method.~~ method authorized by the property owner.

6.5 Entities should assure that they have sufficient rights to dispose of property prior to initiating disposal actions.

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>.