

How to submit a Surplus Transfer Request (STR)

Email the below details to surplus@biology.ucsd.edu.

1. Create a material list including (the more you are able to fill out, the better!):
 - Quantity
 - Description of item(s)
 - Manufacturer
 - Model
 - Serial Number
 - UCID # (if applicable)
 - Condition of item(s) (e.g. broken, still working)
 - Estimate dimension of item(s) (e.g. LxWxH, weight)
2. Provide:
 - Contact person's name, phone number, and email address
 - Pickup building and room number
 - Chartstring (Project # and Task#) to charge pickup fee on
3. Ensure computer hard drives and any other data storage media that contain sensitive data have been cleansed. Computers and data storage media will require cleansing verification labels. Affix verification labels ([certified clean label sticker template](#)) to the items before removal by surplus sales.
 - If you need any help with this, please contact our IT Team at help@biology.ucsd.edu.
4. Equipment that may have come in contact with hazardous materials must be [certified contamination-free](#) before you send it to Surplus Sales. Please contact EH&S at 858-534-2753 or ehsrap@ucsd.edu if there are any questions.

[View this email in your browser](#)

UC San Diego

INTEGRATED PROCURE-TO-PAY SOLUTIONS Logistics

Surplus Sales & Moving Services Update

November 17, 2020



Surplus Sales is a non-profit, self-sustaining operation that provides valuable services to Campus, Health, and community by removing, recycling, and properly disposing of excess University material regardless of the material's potential value, size, or weight. Whether you're looking to save, earn, or recycle. Think Surplus first!

The recent integration of Logistics units within Integrated Procure-to-Pay Solutions has allowed Surplus Sales and Moving Services teams to seamlessly reallocate shared resources and merge technologies in a way that further enhances Client Experience and

provides best-in-class solutions for sustaining valuable services for Campus, Health, and the greater community.

All incoming Surplus Transfer Requests and Moving Services requests are now being co-managed through a shared scheduling system. This means clients no longer need to coordinate separate schedules for jobs that have both a Surplus and Moving component. It also allows for increased routing and distribution efficiencies with the fleet, dramatically reducing lead time for Surplus pickups and eliminating the backlog.

Beginning December 1, 2020, Surplus Sales will be applying a Moving Services fee of \$73/hour for Surplus jobs. For decades Surplus Sales has been able to provide their pickup services free of charge. This model has presented challenges over the past few years as Surplus has had to absorb more costs to keep up with removal demands.

While this means that Surplus pickups are no longer free, clients will now benefit from a prorated structure for small pickup jobs that do not require heavy lifting or moving. This solution offers clients a better user experience from both teams without experiencing a reduction in returns on their surplus items or fee hikes from Moving Services.

Thank you for your continued support,

Robbie Jacob
Associate Director
IPPS Logistics

Steve Van Duine
Supervisor
Surplus Sales

Armando Escobedo
Supervisor
Moving Services

For questions about this update, please contact our team via [Services & Support](#).