

Reusable Assets Standard Operating Procedures

1. **Purpose:** The purpose of this procedure is to ensure that university assets are reused, rather than recycled or sent to landfill, whenever possible.

The procedure describes the processes for McMaster employees who are getting rid of university-owned goods for sale or donation as well as for employees who are purchasing or accepting such reused goods.

2. **Scope:** All employees of McMaster who dispose of, purchase, or accept university assets.

3. Responsibility

- 3.1. The Vice President, Administration, is responsible overall for this procedure.
- 3.2. Supervisors shall encourage employees to resell, donate, and/or reuse items before being disposed of or purchasing new.
- 3.3. All employees who dispose of and/or purchase goods are encouraged to comply with this procedure.
- 3.4. Facility Services is responsible for pickup and transfer of university-owned goods between departments; trucking and set-up may incur cost to the buyer unless otherwise agreed upon, starting at \$48 – contact clerks@mcmaster.ca. Pickup and transfer to university-sanctioned clubs will occur at no cost. The individuals who are releasing and accepting items must provide a reasonable time of at least five business days (?) for pick-up by Facility Services. For goods that are not being transferred between university departments, any costs incurred are the responsibility of the buyer or person accepting the donated good.

4. Procedure

- 4.1. Determine Sale or Donation. At the discretion of the employee, in consultation with their supervisor as appropriate, determine if the good should be made available for sale or donation. If the good could be sold, it should be made available for sale on the Trash to Treasure Facebook

group or GovDeals. If the good could be donated, it should be made available on the Trash to Treasure Facebook group.

Note: It is recommended the good first be made available for sale to another university department through the Trash to Treasure Facebook group. If the good cannot be sold within the university, then advertising the good for sale on GovDeals or donation through Trash to Treasure Facebook is encouraged.

Note: For support with determining value, please contact the original supplier who will provide an unofficial estimate of the goods for resale. If that option is not available, you can refer to the estimated depreciation rates chart found under the Associated Resources section below, which can be used to assist in determining value in accordance with personal judgement.

- 4.2. Goods for Sale. The sale of university goods to other university departments can be facilitated through the Trash to Treasure Facebook group, and the transfer of funds must employ the use of a Chartfield account. University goods can also be sold to non-McMaster departments, external organizations, and/or individuals through GovDeals.
- 4.3. Goods for Donation. The donation of university goods to other university departments and university-sanctioned clubs can be facilitated through the Trash to Treasure Facebook group. Note: It is not appropriate to facilitate the sale of university goods to non-McMaster departments, external organizations, or individuals through the Trash to Treasure Facebook group because of the inability to manage and track cash flow.
- 4.4. Guidance for Posting on GovDeals. Refer to the instructions found under the Associated Resources section below.
- 4.5. Guidance for Posting on Facebook. Refer to the instructions found under the Associated Resources section below, and contact the Trash to Treasure Project Lead at t2t@mcmaster.ca for additional support. Use the templates and guidance (in grey italics) provided below to clearly advertise your good for sale or donation:

For Sale Template

- For Sale to McMaster Department (Clearly indicate that it is only available for sale to another university department)
- Must be removed from current location by [Enter Date]
- \$[Enter Cost], via Chartfield account
- Buyer must arrange transfer by Facility Services (OR, “Seller will arrange transfer by Facility Services”. Either way, be sure to clarify who will arrange for transfer of the good; by default, it is assumed to be the buyer)
- 99.9”L x 99.9”W x 99.9”H. Approx. 99.9 lbs. Good condition, with a small scratch on left side (see picture). (Update template example to include details such as: dimensions and units of measurement; approximate weight; condition with photos; etc.)

For Donation Template

- For Donation to a Good Home (Clearly indicate that the good is available for donation)
- Must pick-up by [Enter Date]
- Must pick-up from [Enter Location] between the hours of [Enter Hours] on [Enter Days]
- 99.9”L x 99.9”W x 99.9”H. Approx. 99.9 lbs. Good condition, with a small scratch on left side (see picture). (Update template example to include details such as: dimensions and units of measurement; approximate weight; condition with photos; etc.)

Note: Once your item has been purchased or accepted, please mark your Facebook item listing as “SOLD”. Please keep your posting on the Trash to Treasure Facebook page so that waste diversion and costs avoided can be measured and recorded.

5.0 Associated Documents

- Capital Assets (Tracking and Disposition) Policy
- McMaster Sustainability Policy
- McMaster RMM # 100 Environmental, Health and Safety Policy
- McMaster RMM # 102 Occupational Health and Safety Program
- McMaster RMM # 300 Safety Orientation and Training Program
- McMaster RMM # 405 Ergonomics Program
- McMaster RMM # 501 WHMIS Program
- McMaster RMM # 1204 First Aid Program

6.0 Associated Resources

- Trash to Treasure Facebook page:
<https://www.facebook.com/groups/mcmaster.t2t.furniture>
- Instructional video for posting on the Trash to Treasure Facebook page:
 - https://www.macvideo.ca/media/Trash+to+TreasureA+Sell+Item+on+Desktop/1_hjviu0q7
 - https://www.macvideo.ca/media/Trash+to+TreasureA+Sell+Item+on+Mobile/1_36zm69sn
- GovDeals website: <https://govdeals.ca/>
- Guidance on using GovDeals can be found in the Capital Asset – Tracking and Disposal Policy, under section 8, entitled Disposition of Surplus Assets:
<https://financial-affairs.mcmaster.ca/resources/>
- Depreciation rates from Stats Canada: <https://www150.statcan.gc.ca/n1/pub/15-206-x/2015039/t/tblc16-eng.htm>

7.0 Records

7.1 Waste diversion (volume and weight) and costs avoided from purchasing new items will be captured from the Trash to Treasure Facebook page and reported in McMaster's waste reports as well as in Facility Services' Sustainability Annual Report.