



University of Pittsburgh Surplus Equipment Recycling and Disposal Policy Committee Charter

I. Preamble

This body is called the Surplus Equipment Recycling and Disposal Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Executive Senior Vice Chancellor for Administration and Finance, Chief Financial Officer (ESVC/CFO), to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of revising University Policy AO 33 Surplus Equipment Recycling and Disposal, as well as documents that will support its implementation, which will describe the University's standards and responsibilities for handling surplus equipment.

III. Background

The University manages its surplus property and can repurpose, resell, and recycle that property to promote sustainable practices. In Fiscal Year 2025, the surplus property process diverted 600,000 lbs. from landfills and saved \$10,500 in storage costs. The process for recycling and disposing of University property is managed by the logistics department of the Office of Business, Hospitality, and Auxiliary Services (BHAS).

The current policy does not support current practices of this department or the University generally, including the responsibilities for disposing of surplus computing equipment or how costs and any revenues are distributed between departments and the Surplus Property Department, as part of that disposal process. The Policy also contains requirements that appear to no longer be practical. For instance, the current Policy requires surplus equipment to be held for certain periods of time to allow internal sales and sales to employees and students. The University now holds a copious amount of inventory, much more than when this Policy was originally created, and so this retention period should be reviewed.

IV. Scope and Authority

The Committee will recommend a revised Surplus Equipment Recycling and Disposal Policy and supporting documents. In doing so, the Committee's deliberations must address the following topics:

- **Authority and Responsibility.** Assess the current processes for recycling and disposing of University equipment and update to align with current practices and recommend any changes as needed.
- **Sustainability.** Align the policy with any University sustainability objectives.
- **Compliance.** Identify and address specific statutory and regulatory requirements for recycling, selling, and disposing of equipment and assets that are applicable to the University.
- **Sponsored Projects.** Identify and include governance for any specific processes that are required for compliance with terms related to sponsored projects.
- **Financial Impact.** Consider the financial impact on the University when providing any recommendations for changes and any impact on asset reporting. (e.g., sharing revenue from sales, and expenses for securing and disposition of surplus property).
- **Clarity.** Consider users of the Policy and the use of terms so that the Policy and supporting documents are clear and concise.

V. Responsibilities

As provided above, the Committee is created to propose a revised Surplus Equipment Recycling and Disposal Policy and supporting documents. To perform this function, the Committee is responsible for:

- Evaluate best practices in higher education regarding recycling and disposing of surplus equipment and determine applicability to the University.
- Consistent with the terms of this Charter, consult with stakeholders, as needed, to identify compliance or sustainable activities that support the policy (e.g., disposition of equipment purchased with sponsored funding);
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure or supplemental guidance, if needed, for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the Committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an

opportunity to consider the Committee’s proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Monica Rattigan**, Executive Director for Retail and Logistics Operations. The Committee will include the following members:

1.	Mark Anderson	Executive Director, Enterprise Risk Management	Office of Risk Management
2.	Karl Zellars	Manager of Surplus Inventory	Office of Business, Hospitality, and Auxiliary Services
3.	Roy Rocco	Logistics Director	Parking, Transportation, and Services
4.	Ryan Varley	Senior Associate Athletic Director	Athletics
5.	Kevin Starke	Capital Asset Specialist	Asset Accounting
6.	Aurora Sharard,	Assistant Vice Chancellor for Sustainability	Sustainability
7.	Brian Hart	Coordinator, Pitt IT Policies and Governance.	Pitt Digital
8.	Bill Yates	Vice Chancellor for Research Protections	Office of Research Protections
9.	E.J. Borgetti	Special Assistant to the Senior Vice Chancellor for External Relations	External Relations
10.	LaMonica Wiggins	Entrepreneurship Librarian	University Library System
11.	Keith Duval	Associate Director, Environmental Programs.	Environmental Health and Safety
12.	Shawn Llewellyn	Purchasing Supervisor	Bradford and Titusville Campuses

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate. The Committee’s revised Policy and any necessary supporting documents (e.g., procedures, guidelines) will be

submitted to the ESVC/CFO no later than the Spring of 2027. The ESVC/CFO may ask for interim status reports.

After the ESVC/CFO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- University Senate Campus Utilization, Planning, and Safety Committee;
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee. This Committee shall expire on the publication of a new Policy.