00:00:01:15 - 00:00:07:08

David Gomez

Everybody see the presentation screen? Thumbs up. Okay.

00:00:09:09 - 00:00:47:21

David Gomez

Okay. So I want to present this for you guys. Welcome. This is Camp IPPS 2022. This is the world of surplus transfer requests. And I'm David Gomez, I will be walking you through how to create a surplus transfer request. Stuff to remember, things to, things to avoid when creating the request. So let's go ahead and dive right in here.

00:00:50:04 - 00:01:17:11

David Gomez

So before we get started, just want to remind everybody is on mute. Please stay on mute until the end of the session so we can take all the questions and everything at the end. So no interruptions since we're running a little bit late due to technical difficulties. But also remember that this is being recorded. So if you don't want to be part of the recording, please turn off your camera.

00:01:17:11 - 00:02:03:19

David Gomez

And also we'll send the recording link and the slide decks at the end of the week. Again, please hold all your questions in the chat and verbally at the end of the presentation. Thank you. Okay. So quick definitions to remember, acronyms to remember. So first off, STR is a surplus transfer request, which is an online form to send all your excess material to surplus that involves non-inventorial material such as furniture, inventorial equipment, which is high ticket equipment that's $5,000 and above, which is like expensive computer equipment, lab equipment.

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David Gomez

So for CAMS is the campus asset management system. This is the application where you put all the STRs in, where they're all created. There's two forms of people that can submit the request. The first off is the DEA, which is the Department equipment administrator. That person has the power to create the STR only. The second phase is the department equipment custodian that person can create and approve the STRs.

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David Gomez

So the reason why we have the two stage system is we want to have limited access for people to create the request because if we opened it up to everybody like how we had in the paper forms back in the day, we'd get a million requests a day and right now we get about 20-25 requests a day. And that's a lot to handle with us being a small operation.

00:03:04:05 - 00:03:37:11

David Gomez

So we try to critique the amount of requests that we get in. NI asset is a non-inventorial asset. That's material that's valued at 5000 or below, which is furniture/office material, AV equipment, little miscellaneous lab equipment stuff that's not big ticket items. The cool features of the STR to help you. So when you're looking up asset numbers, you see ID numbers, it will auto populate for you.

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David Gomez

Just be aware that if you have equipment that's federally owned, it will not it will not go into the surplus transfer request it will red flag. It will not let you proceed to put federal property. The reason being is equipment management won't allow federal property to be sold through surplus unless it is deemed university property. To reiterate, the two stage approval process they have the DEA and the DEC.

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David Gomez

The DEC is the person who can create and approve the STRs and the other cool feature for the STR is the ability to add attachments so you can add PDFs, word documents, photos, snapshots, pretty much anything under the sun. You're allowed five attachments per line item. So if you have a big warehouse stuff that you want to clear out, then we can do five pictures per line.

00:04:43:20 - 00:05:18:19

David Gomez

Or you can just add a PDF that's got like 20 pages. That should be fine. Pitfalls to Avoid During the STR Creation Process. Usually when a department puts in the request, they either put an inactive UCID or

they create a they create an asset in the wrong location. For example, they would put it in the comments fields, not in the middle of the STR.

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David Gomez

And I can show you an example coming up, but that won't get the attention of surplus to do the pickup, since we don't know what we're picking up or departments forgetting to submit the approval button at the end after they do their header information, put their UCID stuff, put their NI stuff in there and you have to click the little submit for approval for surplus to get notified that you have stuff ready to go. Over generalized descriptions, for example, lot of furniture with no backup indication or anything to let us know what we're actually picking up.

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David Gomez

So it could be a big mystery. A lot of furniture could mean one desk or it could mean a whole office suite. Same thing with lab and miscellaneous computer equipment. So the more detail to us, the better. That way we can allocate the time accordingly and we can allocate the truck space accordingly as well. Putting the active UCID numbers in the correct location that would be the best way to have the material removed from your inventory because if you put the UCID on the attachment, then it's just going to sit in your inventory and we're not going to have eyes on it or we're not going to be able to remove it unless you

00:06:44:04 - 00:07:09:23

David Gomez

place that UCID in the proper location. And then also just remind yourself to always, if you do have a UCID number for any of the larger pieces of equipment, all the valued equipment, I would suggest to look that number up in CAMS first to make sure it is active under your FinUnit and then from there you can put it in the proper location.

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David Gomez

So if it's active under your unit, there's a step where you can put it on the STR and if it's inactive then you can always attach it to that attachment that you will have on the Word Doc or Excel or whatever. There's some examples of stuff that is a no-no to do. So we have a STR here.

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David Gomez

There's no remarks section. There's nothing indicating what we're picking up. Yes, they put in the location and contact, but I don't know what we're picking up or where or how big this load is. Another one is a big no-no, which is this one here which says all the stuff in the remarks section, in the comment section, which again is not going to get our attention because once the STR is approved, you'll populate in our queue to make an act upon it, like either schedule for the pickup or if you're going to have somebody deliver, we'll be notified of that as well.

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David Gomez

So please make sure that this is just for remarks about the room or whatever or hours, but please put all the non-inventorial stuff down here where you do create new asset. That's where you would put in all that information. Same thing with UCID. You can auto, you can type in here and I'll start auto populating the UCID number and then if it's under your FinUnit and then it will send it for approval.

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David Gomez

Again, here's the submit for approval button. Make sure you always click that before exiting. That way it will send a notification to us that it's ready to go. Info needed for the removal location of the material. The contact person who's familiar with the material and location of the material. If your contact person is unavailable due to COVID or any other situation, please have an alternate contact if applicable.

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David Gomez

That way we don't have to reschedule your pickup or we missed something and we had to come back. We want to make sure we get it all picked up, all in one shot. If the material is large or requires dismantling or special equipment to move, please attach photos so we can bring the necessary equipment and tools in order to come in, pick up, get it out of your way.

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David Gomez

And then that way we don't have to make multiple trips to take out this one piece of equipment. Quantities of the material is always nice to have like five boxes of office supplies or two pallets of

electric motors or anything like that, any type of detail description. That would be great. That way we can plan our truck size accordingly and we can plan our time accordingly as well.

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David Gomez

Examples of pickups here is especially pickup of a piece of medical equipment. Any operational conditions of the equipment is helpful when we're selling the material that way if we get asked about it when we're auctioning it off, we can say, "Oh yeah, it was maintenance last year" or "This thing is completely gutted out" or what have you, so that's always good to have on hand in case

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David Gomez

we auction off in the future. Any laboratory equipment that's been exposed to biohazard or any hazardous material - that has to be green-tag decontaminated by Environmental Health and Safety in order for us to actually remove it from the building. This is for general public safety as well as my crew safety because we're not familiar with anything that you guys are doing with these pieces of lab equipment.

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David Gomez

So we want to be as safe at all cost. So that's green tag that needs to be done before getting out. Hard drives on the computers - those need to be wiped or they need to be removed prior to us picking up the material. Ideally, IT would need to wipe them that way the computer itself would have a better resale value when we do sell it on auction.

00:11:46:17 - 00:12:09:21

David Gomez

If you need us to remove the hard drive and physically destroy it, we can do that. But there is going to be a fee for us to do that and we can go over that at the end. But for us, if we have to do that, the value of the computer is going to be severely diminished if we have to do that.

00:12:11:05 - 00:12:50:16

David Gomez

This little notation here, the certified Clean Media, that's the sticker that IT needs to put on after they wipe everything. So ideally that would be the best that. So if you need to reach out to us for any questions or any details, you can always go through the Services & Support. You can call us or visit our website surplus.ucsd.edu, contact us there and then just to let you know we have a giveaway at the end of the week.

00:12:50:16 - 00:13:30:20

David Gomez

So if you guys are interested, you can participate in that. So I will open it up to questions. Will original purchase costs be removed off the balance of the account under the department FinUnit or surplus to transfer is complete? Yes. So the amount that is on the UCID number, the current value of it will be transferred over to surplus' custody or FinUnit.

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David Gomez

And then once we dispose of the material either via sale or recycle, then it is written off of your inventory completely. So at the time of the pickup and receiving of the equipment, we will. And if the UCID is in the correct location, we will remove it from your inventory. For the hard drive wipes stickers. How do we go about getting those?

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David Gomez

Joe, those are available on the link and I believe there's a link on our website to go transfer over to that as well. How can I cancel or un-submit an STR? So once you create an STR, Jennifer, there's no canceling of it on your end. It's still going to be a static record. We would just need to be notified of which STR number you want us to avoid, and then we can do that on our end.

00:14:34:02 - 00:15:05:07

David Gomez

And then we can make a notation in our system saying that this STR was canceled per department request. Are you still available for drop offs of material at Trade Street? Yes, we are. We are available for drop offs, but it would have to be on a Monday, Wednesday or Friday by appointment. Those are the days where I'm mostly staffed on here, and that's when we're open to the public as well.

00:15:05:15 - 00:15:47:04

David Gomez

So if you arrange a appointment with us, if you create the STR email, let's say of STR, blah, blah, blah, I want to drop it off to your location then either myself or my office admin Keenan will make the appointment with you to do the receiving of the drop off material. Debbie: What to add asset to STR if item has no UCID. So if you have a non-inventorial item you scroll back here.

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David Gomez

So if you have a non-inventorial item, what you would do is after you create all the header information, you would be brought to this page here and then in the middle section where it says Add Asset, there's going to be a Create New Asset Here. So you would click on that, the new window will pop up and then that's where you will input your non-inventorial material like 40 chairs and 16 couches or whatever the heck you want to get rid of.

00:16:22:23 - 00:16:59:00

David Gomez

What's the charge for hard drive destruction? So hard drive destruction is, for us it's $5 per drive. That's for us pulling the hard drive out and physically destroying it. And then we can email you a receipt for destruction. If you're the person who created the pickup request, we can email you the copy of the destruction receipt and then back to the cost being removed from OFC.

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David Gomez

Yes, it will be removed. So soon, like I said, as soon as we receive it in the surplus custody or FinUnit, we will write it off as a disposal either a sale or recycle, just depending on what it is. And then it will be written off your off your inventory. How do we provide a chart string for the hard drive removal fee?

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David Gomez

Diane, you would you would email us if it's going to be a different project task and funding source from what the STR credit is, then you can email us reference the STR saying you want this project number, task number to be used for the hard drive destruction. John: How long does it take on average now for surplus to arrive to campus after an STR is approved?

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David Gomez

Also, what if we have faculty wants to add more items for surplus pick up after STR is submitted? Can we add to this or when you submit another STR? So right now the backlog of all of our surplus pickups is about 1 to 2 weeks. Keenan says that that's currently our average. On average, that's about the status.

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David Gomez

Now it could take longer just because summer time is our busiest time, and that's when everybody wants to send all these specialty jobs. They want to remove their whole office. Like what we did at the literature building. We cleared out all four floors and so we're still recovering from that. That happened in June, so we're still recovering on that.

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David Gomez

Part two of your question, John, if the department adds more material, if it's something small, like if they're adding like a couple printers or a chair or so, that's fine. Just let us know that what they're adding. That way we can have the appropriate amount of space, but if they're adding like a whole other office or multiple offices and just a bunch of other equipment, then I would suggest submitting another surplus transfer request, referencing the original request.

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David Gomez

That way, when we're coordinating the removal, we can put the two and two together. If equipment, computer server belong to another department, FinUnit is non-inventorial assets and I have permission from the PI to put an STR on our department FinUnit. If yeah. If the department has non-inventorial assets and they're wanting you to dispose of them then you can always, you can do that and put it under your unit.

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David Gomez

Just make sure I would suggest on the attachments to have like an email copy saying that this department is relinquishing their non-inventorial equipment to you guys so you can dispose of it

through surplus. That way we have all of our bases covered. Charlotte: I have a very specific question. Would your team uninstall a white board bolted to the wall that would need to be surplus.

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David Gomez

I'm guessing no, but just checking. Charlotte, no, we do do that. So since 2020, December 2020, we started charging for the removal pickups because over the last 20-30 years we were doing a free pickup service and we were struggling to do that. But now we have adopted the moving service rate structure. So it's $73 per person per hour.

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David Gomez

So we can totally unbolt the white board from the wall and remove it at the same time. No need to call another service. We can do it all in one, in one swipe. Clinton: If the hard drive is already pulled. So if the hard drive, could you be more specific, Clinton? If the hard drive is already pulled, you still want physical destruction?

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David Gomez

Yes. Okay. So, yeah, if that's the case, then it's still the $5 because we're taking the labor to put it in our crushing unit and then we would have to crush it physically. So it just covers the labor for us to do that. Where can we find office hours for surplus? Dan, It should be on our website surplus.ucsd.edu or on our Blink page.

00:21:53:04 - 00:22:21:15

David Gomez

Also I'll mention it here; we are open by appointment Monday, Wednesday, Friday from 10 a.m. to 3:30p.m. so if you want to stop by to take a look at our warehouse, please email us at Surplus@ucsd.edu to make the arrangements or you can always go to our website as well. That goes for department purchases as well as personal purchases.

00:22:21:24 - 00:22:46:00

David Gomez

So as long as we're all on the same page, then we can accommodate because we're only allowed a certain amount of people under the guidelines, we're only allowed a certain amount of people in the warehouse at one time. So that's why we have to do the appointments. But yeah, I can put it in the chat as well. Monday, Wednesday, Friday by appointment.

00:22:47:09 - 00:23:08:21

David Gomez

Do you have advice for when we have mystery items. Yeah. So if you have like a pile equipment that you don't know what it is, I would suggest just taking a picture of it and then saying miscellaneous equipment. And then with our knowledge we can identify what it is. But picture would be your best bet, Diane, to get that all squared away

00:23:08:21 - 00:23:48:16

David Gomez

if you don't know what the item is. Well, thank you guys for attending. Again, there's a drawing and we'll provide this slide show to you guys at the end of the week as well. And then the IPPS wrap-up is for the giveaways and whatnot. So if you guys want to message us offline, feel free to. A way to get in contact with us is either through our surplus website surplus.ucsd.edu or you can always email us directly at the shared surplus box, which is surplus@ucsd.edu.

00:23:48:16 - 00:24:02:07

David Gomez

And Keenan, my admin and myself, would be happy to assist you if you have any other further questions in regards to the pickup request process or just general inventory questions as well.