

READ ENTIRE CONTENTS

1. Obtain a Surplus and Salvage Disposition Form (Form HPW 312) from the HPW Intranet site, or request one from the West Houston Surplus Manager with the email listed at the end of this writing.

https://www.insidehoustonpublicworks.org/sites/g/files/nwywnm306/files/documents/05_surplus_salvage_disposition_form.pdf

Also, obtain a FAM Control Number from **Rana Khan 832-395-2610 HPW, Financial Management Services / Asset Management Section.** (You can print the labels using Avery labels 5160.)

2. The “Form HPW 312” is in a fillable/downloadable pdf application. Use the link above. We will accept the form written or typed. The FAM Control Number obtained from fixed assets is required on all forms. There should be only one (1) line per asset that has a COH/HPW bar code or serial number.
3. Affix a FAM Control Number label to each item/asset as identified on Form HPW 312.
4. Multiple quantities of the same asset but without bar codes or serial numbers may be listed in bulk. (Example: 5 red and blue chairs will appear as one-line item on Form HPW 312, and all 5 chairs will have the same Control Number and each will have a label affixed). Multiple non-control items such as office equipment can be boxed together. Put one label on the box. Once delivery is made with the FAM Control Number this number **cannot** be used for any future shipments. Request a new number instead.
5. Get Form HPW 312 approved by your Division Manager (or pay grade \geq 26). **Scan and email to:** gwen.alexander@houstontx.gov. Upon receipt, a date to deliver the assets will be assigned. NO delivery date will be given without a copy of the completed disposition form. A list of Surplus and Salvage personnel with their contact information is listed below.

AN APPOINTMENT MUST BE SCHEDULED FOR DELIVERY. DAYS FOR DELIVERY ARE TUESDAY, WEDNESDAY, AND THURSDAY (8:00 AM TO 11:00 AM; 1:00 PM TO 3:00 PM)

6. The Surplus and Salvage warehouse personnel will verify the accuracy of the description and quantities being accepted. A representative from the submitting department should help with the check-in process. The Surplus and Salvage warehouse personnel will write on the disposition form the name of the employee(s) helping with check-in. The ORIGINAL disposition form must accompany the materials delivered. Deliveries **will not** be accepted without the original signed form. The Surplus and Salvage warehouse personnel will send the original form to the HPW, Asset Management Section, under the Financial Management Branch at 611 Walker St, 24th floor.

Please verify or obtain further information from the City policies if there is any question regarding safety and/or the type of material (hazardous) being disposed. **No** hazardous materials, including fuel, oil, poisons, and paint, will be accepted at this location.

Rolling Stock or equipment with Shop Numbers is to be disposed in accordance of city policy and guidelines. **All rolling stock must be submitted to the Broad Street Surplus Facility.**

For all IT related equipment including but not limited to computers, monitors, printers, scanners, projectors -- [contact the IT help desk for assistance in submitting these items to the Surplus/Salvage warehouse.](#)

Please use this link for request for all IT equipment:

<https://houstontx.service-now.com/navpage.do>

Please be advised that the HPW Surplus and Salvage warehouse personnel have been given the authority to turn away any shipments without the necessary forms properly filled out and approved by the Division Manager (or pay grade \geq 26), all IT related electronic items, all materials not labeled with the FAM Control Number, and any hazardous materials or items containing hazardous materials. Shipments may also be refused if no prior appointment has been set. **Also**, you must send an employee to help off-load the items.

Below is a list of warehouse personnel with their contact numbers and email address.

YOU MUST MAKE AN APPOINTMENT prior to the delivery of your disposed assets to Surplus and Salvage Upper Braes (West Houston Center) Warehouse.

Charles Michaels, Assistant Superintendent – Surplus & Salvage

roy.nunez@houstontx.gov

Work – 832-395-3205

Fax – 281-556-6872

Cell – 713-560-3516

Gwen Alexander, Warehouse Supervisor

gwen.alexander@houstontx.gov

Work – 832-395-5560

Fax – 281-556-6872

Address: 13211 West Houston Center Blvd
Houston, Texas 77082

CONTINUED

Instructions for Preparing Items for Disposal

- Note that only city purchased items may be sent for disposal. Disposal of all items purchased with personal funds are the responsibility of the purchaser.
- The employee filling out the disposal request form is responsible for making sure that all items are accounted for and properly listed and sent.
- Make sure that all signatures, cost center, and fund are on the form. The assigned FAM number is placed on the “Control Number” line.
- Make sure that all items have a **FAM** label affixed. Boxes of like items (office supplies, binders, etc.) only need one label on the outside of each box.
- Make sure that all desk drawers and file cabinets are empty. Do not use these spaces to store loose items being sent. This includes hanging file folders. Place them in a box if you must send them. If you send a safe, it should be unlocked and open (supply the combination and/or key if available). We must verify that everything is empty before it can be disposed. **If anything is left in one of these items, the contents will be returned to the employee requesting the disposal.**
- Make sure that every item you are sending is on the disposition form. Items not listed on the form will be rejected and returned to the employee requesting the disposal. Be sure the quantities on lines with multiple like items is correct (chairs, file cabinets, desks, etc.), “Various” is not a number.
- All electronic equipment must be listed separately (like items without city/serial numbers can be grouped together). “Various” is not a description of an item.
- Make sure the City asset label number, and/or serial number for all items with such are listed on the form.
- Keep all the parts for broken items or multi-part items together. (desks, tables, chairs, bookshelves, cubicles, etc.) We re-issue as many items as possible. It is extremely important that all the parts are together when shipped. A picture of assembled cubicles would be very helpful.
- Make sure that all equipment that may contain fuel, oil, water, or any other chemical/liquid has been emptied of said chemicals. Items that have not been emptied will be returned.

- There are certain office supply items that can be disposed by the employee. Avoid sending staples, staple removers, pencils, pens, markers, scissors, binder clips, paper clips, tape, file folders, hanging folders, etc. Dispose of these items properly at your location.
- Office equipment such as file trays, file holders, shredders, hole punch, paper cutters, etc. may be sent.
- **Try to keep re-usable items in good condition all the way to it being received at the warehouse.** We have received what appeared to have been good, but were damaged in gathering or shipping. These items end up in the trash when they could have been used by someone else. We try to offer good items in our re-issue room.
- The signed original form **must** be sent with items to the disposal warehouse. If the original is not delivered with the materials the entire delivery will be rejected and sent back.

Following these few steps will speed up the receiving process and assure that all items are accounted for at both ends.