State Surplus Procedures

Items Not Accepted
- Trash (See contract for your agency’s Solid Waste Collection & Removal)
- Used Tires (8001843)
- Hazardous Waste (battery acid, items containing Freon, spray paint, fluorescent light bulbs, or all other items that require a special disposal method) (8001386, 8001537, 8001545 & 8001660)
- Broken wooden items (furniture, etc.)
- Broken plastic items (trash cans, shredders, etc.)
- Broken glass items (windows, lightbulbs, etc.)
- Law books/Text books/Encyclopedias or other hardbound materials
- Opened Liquids (cleaning fluids, paint, etc.)
- Bulky non-office furniture items (mattresses, stuffed chairs and couches, etc., unless in like-new condition)

If there is any question on what may or may not be accepted, please call or email prior to delivery. (See attached list of statewide contracts for various Recycling, Solid Waste Collection, Hazardous Waste Removal, or other pertinent contracts).

Some exceptions, but not limited to the following
- Will accept: Non-opened liquids (unopened motor oil, hand soap, windshield washer fluid, etc.)
- Will accept: broken farm, construction, lawn, or landscaping equipment
- ALL E-Waste is required by law to be recycled through State Surplus. (8001834 & 8001856)
- Metal Recycling will still be recycled through State Surplus. (8001922)

IC Entry
- See attached spreadsheet
- For electronic items falling under the Hard Drive Disposition Form, the forms will need to have the document number written on it and accompany the item when delivered.
- If an electronic item does not have stored memory, this needs to be entered in the user field.

Arrival at State Surplus
- State Surplus is ONLY open for deliveries on Mondays, Wednesdays & Fridays from 8:00 am to 2:30 pm. The delivery needs to be able to be unloaded prior to 2:30 pm.
- Deliveries will not be accepted between the 26th of the month through noon time of the last day of the month (M, W, & F only) unless entered and approved in the system by the agency no later than the 25th of the month. This is to allow time for Surplus to release the IC20. If the IC20 is not released by Surplus by noon on the last day of the month, the information is automatically deleted by NH First and the agency will have to re-enter the IC20. (It is recommended that agencies use MS Add-Ins for large orders which can be uploaded again if the IC20 information is lost.)
- State Surplus needs to have received the IC20 electronically prior to the delivery being made. Agencies need to call in advance to verify State Surplus has received it. If an agency arrives without State Surplus having received the IC20 electronically, the agency will be turned away. (This can be verified at the agency end by viewing the User Fields to see which Inbasket the document resides in).
- Do not tape copies of the P-11 REPORT listings or Hard Drive Disposition Forms to the items. These forms must be handed to State Surplus staff at the time of delivery.
- If there are items listed on the P-11 REPORT but not in the delivery, the agency will be turned away. The agency will need to correct the P-11 REPORT and resubmit, starting the process all over.
- Any and all items that require a Registration or a Title need to have that Registration and/or Title to be handed in with the delivery of that item. (This would include, but not limited to any vehicle type with an engine, all types of vehicle trailers, all tow behind type equipment, boats, aircraft or construction equipment).

Surplus Pickups at Agencies
- Surplus will do pickups at State agencies (Concord only) that do not have vehicles to bring their items to Surplus. There is a fee for this service. Agencies need to call or email Surplus to arrange pickups which only occur on Tuesdays and Thursdays. There are also no pickups between the 26th of the month and noon of the last day of the month. The IC20 needs to have been received by Surplus prior to any pickups.
- All items to be picked up must be in ONE area of the building either on/at a loading dock or near an outside door as agreed upon by both agency staff and State Surplus staff ahead of time.
- Agency staff may be asked to assist in loading small or light items. Larger items may need to be delivered by the agency unless otherwise agreed upon by State Surplus personnel ahead of time.