

## Procedures for Excessing Argonne Property

1. Notify “systems” @ [systems@mcs.anl.gov](mailto:systems@mcs.anl.gov) of property items no longer needed that are in your possession
2. Copy [property@mcs.anl.gov](mailto:property@mcs.anl.gov)
3. “Systems” will pick-up desktops, printers, keyboards, mice, etc. (laptops can be dropped off at help desk, but please send the e-mail with property #(s))
4. Systems will notify Division Property Rep (DPR) whether property items will be excessed or transferred
5. DPR will initiate transfer paperwork (ANL-354) or Material Move Order (ANL-8) - if items are to be excessed
6. “Systems” will remove hard drives, if applicable, and then sticker equipment with “sanitized” stickers
7. DPR will acquire signatures on paperwork and forward if appropriate
8. Original ANL-8 goes with the property to excess and a scanned copy of paperwork is forwarded to Tim Carothers, Excess
9. Kathy Horkey will request gurney(s) for items to be stacked and moved via T-Run to excess (Bldg 46)
10. Excess is picked-up by T-Run driver and taken to B046