



Surplus How to Create a Scrap Auction Guide

(Updated April 2025)

Scrap auction is created to document agency request for disposal and DAS Surplus approval with a Certificate of Destruction according to OSC Property Control Manual Chapter 8. Follow instructions and notes for each auction section.

Definition of Scrap Item: Items broken, unusable, cost of repair exceeds value, or obsolete

1.	Auction Type Defaulted to Open Auction. No change or update.
2.	Internal Reallocation with Internal Groups Set the internal reallocation tier duration and price to 4 days and \$0.00. Set the remaining tier at 0 days and \$0.00. • Internal Reallocation 4 Days and \$0.00 • Municipalities 0 Days and \$0.00 • Non-Profits 0 Days and \$0.00 The auction is intended to be released and immediately cancelled to send a Certificate of Destruction.
3.	Public Auction Duration • Access to Auction Everyone can View and Bid • Time Frame 0 days • End Time 8:00pm Not for public auction. Set to 0 days.
4.	Category Section From the drop down box, select the category the best matches your auction. If you do not see something specific, you can find the main category and choose GENERAL as your sub-category.
5.	Content Section a) Title – Indicate this auction is a scrap by typing, **SCRAP** and then type what the item is, followed by limited details and an approximate sign ~ with the quantity of scrap items. See examples below. - Example: **SCRAP** Desk – Corner - Example: **SCRAP** Desks – Corner ~ 4

450 Columbus Boulevard | Hartford, CT 06103

Affirmative Action/Equal Opportunity Employer

	*Information provided in title is searchable *Quantity Field at bottom of auction screen is quantity of scrap items b) Template – Use when posting heavy equipment/machinery (forklifts, riding mowers, vehicles, etc) or vehicles (when approved to go on this site) c) General Description - Information providing a clear description of the item including: - Scrap Request auctions must list items scrapping and reason for scrap. If it's still in used/fair condition, another agency, municipality, the public or nonprofit can use it. - asset/tag #s (This helps when running reports for inventory or audit purposes.) - make, model - serial # - measurements and dimensions - any known defects/errors, if it works/locks, keys/no keys included - All auctions must include State of CT's disclaimer paragraph *Information provided in the description is searchable if needed to d) Pictures – A photo is required for auction to be approved by DAS Surplus. An unlimited number of pictures and documents can be uploaded to the auction. Documents are also uploaded in this section. Do not save photos in a document and upload the document for your pictures. Photos will not show in auction if uploaded this way. - Click on "Upload Images and Documents". - Select the picture or document from your computer and click "save". - Photos can be rearranged as needed - Be sure to include close-ups of any defects on the item and clear close-ups of any informational or manufacturer labels, if there are any. e) Videos - If you have items that run (forklift, mower, etc), it is helpful to include a video of the item running. f) Condition - Scrap Request auctions must be "See Description" g) Item Code/Tag - If applicable, type your inventory number in this field. This is an internal number created by your agency. You should always list your inventory tag numbers. This helps when running reports for inventory or audit purposes. - If you have multiple tag numbers, enter the first number and use a comma followed by a space and type the next number (ex. 1234, 1235). If the total number of characters exceeds the field (75 characters), note 'See Description' in the Item Code/Tag field and list the tag numbers in the description. Do not put anything else in this field.
--	--

	- Leave blank if not tagged. *Information in item code/tag is searchable if needed to
6.	Pickup Location and Contact Section a) Department – Required to be selected. <u>If not selected, auction will not be available for your agency to see.</u> b) Pickup Location - Select the "Pickup Location". If your pickup location is not listed, send request to DAS.State.Surplus@ct.gov with the pickup location to be added. c) Main Contact - The "Main Contact" is automatically populated with your information and can be changed by clicking "Change Contact". An "Email Contact" can also be added (they must also be registered on the site) if there is another person you need to keep informed about the auction creation, end of auction and payment information. *Buyers will be contacting Main Contact information unless directed otherwise in Description.
7.	Tax Defaulted to 6.35%. Do not change it.
8.	Quantity Quantity is total # of items to scrap.
9.	Minimum Bid Amount Field is required. Type in \$1.00.
10.	Reserve Price Not applicable – Do not enter anything here. If there is an item your agency would like to set a reserve for, please contact DAS State Surplus Program staff to discuss.
11.	Save Click Save at bottom of page. If a required field has not been completed, a red star will appear next to the field. When the auction has been saved, you will see a preview of the auction page and can revise or copy from the preview page located on the left-hand side.
12.	'Held' Section The auction will be saved in the "Held" auction section until the auction is released by the DAS Surplus Team. DAS Surplus Program staff will review the auction. If there is missing or incomplete information, DAS Surplus staff will make a note in the auction title or send an email to the main contact to revise the auction with the additional information.

	When all information is complete, DAS Surplus staff will release the auction, and it will show up in the 'Current' auction section. When the auction is released, you will not receive notification. DAS Surplus will cancel the auction and send the Main Contact the Certificate of Destruction. A copy of the Certificate of Destruction will be saved in the Auction Notes.
13.	BEST OPTION to creating multiple auctions: Copying an Auction Using an existing auction that the DAS Surplus Program staff has approved and released, you can 'Copy' the auction to save you and the DAS Surplus staff time and reduce errors, and it means your auctions should be released much quicker. Instructions follow: - Locate the auction you want to copy (either in Current or Closed auctions – which means that the DAS Surplus staff has reviewed them and made any corrections). - Open the auction by clicking the auction title. - On the left-hand side there is an option for COPY ITEM. - Click on [Copy Item] and the same auction will populate. - Go through the auction and make the minor changes you need to turn this into your new auction. - When all changes are made, click 'Copy'. - A new auction number will be generated.