CAMP IPPS 2016
CAMP LOGISTICS: BUILDING TRUST

Rafting through the Surplus River

Presented by Stephen Van Duine

PC West: Green Table Room | 11:00 – 11:45
Surplus Sales ...

• diverted 775,000 lbs. of material from the landfill through sales, repurposing and recycling of excess UC San Diego property.
• returned $1,700,000.00 to campus departments last fiscal year.
• is 100% self supported.
• recovered and disposed of 67 active assets that were not accounted for in FY 14-15.
• receives about one 24 foot truckload of material each business day.
• processed over 2,200 Surplus Transfer documents last year.
CAMS AND STR
Campus Asset Management System and Surplus Transfer Request

• CAMS is a 3rd party asset management solution adopted by the Equipment Management department.

• The STR is a module in CAMS that facilitates the transfer of inventorial equipment and non-inventorial property to Surplus Sales for disposal.

• Each department unit has authorized CAMS users that can create and approve the STR forms.

• CAMS users can only manage inventorial equipment in their own department’s custody.
There are 3 levels of access:

1. **Guest**: Any UC San Diego employee with a SSO password can access CAMS in view-only mode. Can check asset status; find DEA and DEC info—cannot access STR module.

2. **Department Equipment Administrator** (DEA): Can create STR documents that are subject to approval by DEC.

3. **Department Equipment Custodian** (DEC): Can create and approve STR documents.
Guest users can find contact information for DEA and DEC level users by using the “reports” tab.
Select “User Access Audit” report
Enter Department Name or Custody Code

*Note: a search tool will appear to assist in exact name selection*

Click “run”
Results will show CAMS authorized department users and access level
Prepare a list of UCID numbers and check status in CAMS before preparing the STR.

Laboratory equipment must be surveyed and “green tagged” by Environment, Health & Safety.

Any devices containing data storage must be wiped, removed, or physically destroyed.

*Note: Surplus Sales can destroy most media devices for an additional charge. This includes cell phones and tablets. Labels must be affixed showing method used, date and name.*
Enter UCID number in search box and click on “search.”
FINDING CAMS AUTHORIZED USERS

CAMS will return basic description, click on “view” for asset detail screen.
Confirm custodial department

“Active” status assets are on current inventory reports

Confirm title indicator is “university property”

Assets not in your department custody will not populate when in the STR module
Click on the “Transfers” tab from the home screen.
To create a new surplus transfer click on the “Create Surplus”

You can also search for previous transfers by using the “search surplus” number entry field
Basic information from the department sending the material to surplus-asterisk fields must be completed-fields with magnifier have searchable data tables.

Users must agree to terms and conditions, then click “create”.
• At this point a header for the STR has been completed, however you MUST add either active tagged assets or non inventory (NI) assets to the STR header.

• You cannot just add text in the “REMARKS” field and exit. This will create a “NO ASSETS” header that will remain in CAMS “limbo.”

• Surplus Sales will not be able to act on these partial documents.
If the item has a UCID number, enter in the UCID field, then click “add asset button.” Remember that you can only add assets from your department custody code—if it is not in your custody code, or is not UC titled, no information will be returned.
CAMS returns basic description for the asset-make sure it matches what you are trying to send to surplus!

If you want to check serial numbers, add images or documents regarding this asset click on the “view” button.
CAMS returns asset detail screen, click “documents and images” to add attachments.
Click on “insert file” to attach image or document. You will be prompted to select a file to attach.
Images can be very helpful in determining equipment/manpower necessary for the pickup.
To add items to the STR that do not have UCID numbers; you must create a Non inventory (NI) asset.

If you have a quantity of items you can group them together under one NI asset and attach a list rather than create several NI assets.

Please keep these asset groups sorted by type e.g. “lot of computer equipment and peripherals” or “lot of office furniture and supplies”
From the STR screen, click on the “create new asset” button.
Fill in the Description field, then click the appropriate ‘Save’ button
CAMS returns to the STR screen. To add an attachment to an NI asset, click on the “VIEW” button for that asset.
From the NI asset detail screen, click on the “DOCUMENTS AND IMAGES” button.
• Detail list attached to NI Asset
• Easier than creating several NI Assets
• Allows Surplus Personnel to better plan for size of pickup
The completed surplus transfer is now ready to be approved by the department DEC.

Approval status will change to “APPROVED” when the DEC reviews and approves. Surplus will then “see” the STR in our action list.
SURPLUS TRANSFER FLOW

1. Review tagged assets in CAMS to check status
2. Dept. creates STR and adds tagged assets and/or NI assets
3. Pending STR is approved by Dept. DEC
4. Assets on STR received by Surplus Sales. Active UCIDs are removed from Dept. inventory
5. STR Appears in Surplus List, Surplus Sales contacts to schedule pickup
• Pickups are scheduled upon receipt of the approved STR.
• Surplus Sales receives about 10 STRs per work day; therefore, the turnaround time for pickup is typically 5-10 working days.
• Larger, more complex pickups require more lead time.
• Surplus Sales pickup service is free, but there are some limitations.
• UC San Diego moving services can be used as an alternative in case Surplus Sales cannot meet your schedule or some aspect of the pickup is beyond the scope of the free pickup service.
SUMMARY

• If you are not a CAMS user, find registered users in your department as a CAMS guest user.

• Please check asset numbers in CAMS before creating the STR.

• Always create NI assets for non inventorial items-do not enter into remarks section.

• Use images and attached lists to streamline pickup process and simplify data entry.

• Before pickup:
  • Be sure EH&S survey (green tag) is completed for items used in lab environment.
  • Be sure data storage devices are wiped or removed.

• Consider using UC San Diego moving services as an alternative if your pickup is large, complex or extremely urgent.
Questions?

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Don’t forget to stop by and visit us in the
Price Center East Ballroom