

# WashU's Exchange Platform: WashUReuse (powered by Rheaply)

## Frequently Asked Questions

### Who can use WashUReuse?

- All WashU Community Members with a @wustl.edu email address can access the WashUReuse platform.
- Approved non-profits may be invited to view and request items posted on platform.\*
- Approved re-sellers may be invited to view and request items posted on the platform.\*

### Who do I contact with questions or suggestions about WashUReuse?

- Provide feedback or answer questions right on the platform. Select the question mark icon on your home page and be directly connected with Rheaply's team of professionals.
- Lisa Owens, Resource Management, Washington University  
[owenslisa@wustl.edu](mailto:owenslisa@wustl.edu)  
314-935-5669

### Can I claim items on WashUReuse for personal use?

- The primary goal of WashUReuse is to encourage a circular economy within the WashU Community, so first priority should be given to requests for repurposing equipment and materials for WashU-related work. Other priorities include landfill avoidance, community support, and general reuse. Therefore, if request from within WashU do not materialize, it is acceptable to donate, give, or sell items outside of the university, so long as it is within the giving department's protocol and proper authorization has been obtained. Proper documentation should be filled with Resource Management; employees must use their best judgement in these cases.
- While many items are listed on WashUReuse for no cost, it is acceptable/common to sell items for a fair price if employees are requesting for personal use. For example, an office chair in good condition may be offered for free if used within the university, but may be sold to an employee for personal use for \$25 (or whatever price the department deems as fair). Whether an item is sold or given away outside of the university, a Bill of Sale form is required.
- A Bill of Sale form needs to be completed and submitted prior to any item claimed for personal use being taken off of university property. Please visit this page to print the form - <https://resourcemanagement.wustl.edu/purchasing-services/surplus-property/> and submit to Lisa Owens in Resource Management.

### Can any department list items on WashUReuse?

- Departments may have different policies for managing surplus material and disposal. Check with your department for approval to list items before posting.

### How do I move or transport large items I have claimed?

- You are responsible for arranging transportation of any equipment or materials. Below are some suggestions for vendors your department can hire, as well as existing university resources.
  - o Campus Mail Services: boxed items under 20 lbs and no more than 22" x 12" x 12" dimensions can be sent via campus mail (no charge).
  - o For WashU School of Medicine:
    - Log onto Service Now (<https://wusm.service-now.com>)
    - Select Request Services
    - Select Facilities
    - Select Facilities Operations: WUSM Move Services (it is about the 3<sup>rd</sup> option on the list)
    - Enter Data as prompted

- This will submit a bid request.
  - Once the bid is complete, the cost center manager for your cost center will need to approve prior to the move occurring.
  - For questions, contact the [Facilities Integrated Service Center](#) (FISC), 314-362-3100.
- WFF: fill out a special service request form; contact [wffevents@wffservices.com](mailto:wffevents@wffservices.com) (about \$35/hour)
  - WashU preferred vendors for local moving service (prices vary):
    - Chuck Wright – [chuck.wright@cordmoving.com](mailto:chuck.wright@cordmoving.com), (618) 235-5561
    - George Reinschmidt – [greinschmidt@dodgemoving.com](mailto:greinschmidt@dodgemoving.com), (314) 373-8126
    - Bob Strait – [bob@straitgroup.com](mailto:bob@straitgroup.com), 314-662-8080
- Regulated items like chemicals or equipment that requires decontamination should be coordinated through your EHS contact.

**How do I find out more information about the EH&S decontamination policy and procedure?**

- Visit WashU's Environmental, Health & Safety Website: <https://ehs.wustl.edu/documents/>
- Talk to your Department, Lab, or Center's EH&S liaison. To find out who your coordinator is, please visit <https://ehs.wustl.edu/chemical-safety/>

**Chemicals are not allowed to be shared on WashU Reuse. Is there an alternative?**

- Yes, please contact your EH&S liaison or review the [EHS Assistant \(EHSA\) chemical inventory program](#) to find out more about chemical sharing.

**I would like to sell/donate something on WashU Reuse that has an asset tag. What do I need to know?**

- If an item you want to post on WashU Reuse was purchased with federal funds, you would need to contact the Sponsored Projects Accounting (SPA) office. Because contracts and funds differ, SPA would need to review the information pertaining to your exact fund and would then determine if you could sell the item.
- If you have future questions regarding assets management/tagged items, contact Cindy Bugg at 314.935.5618.

**The equipment I want to list on WashU Reuse already has a deactivation tag on it. Do I still need to contact the Property Office before posting?**

- No, this equipment is no longer accountable to inventory.

**I need to move a large volume of items. Can someone help me list them on WashU Reuse?**

- Rheaply offers a listing service for lab and office clear-outs (for a fee). Contact [info@rheaply.com](mailto:info@rheaply.com) for more information and to schedule a move out.
- Assistance may be available, depending on time of year and volume of demand. Contact Cassie Hage ([Cassandra.hage@wustl.edu](mailto:Cassandra.hage@wustl.edu)) on the Danforth Campus or Heather Craig ([hcraig@wustl.edu](mailto:hcraig@wustl.edu)) on the School of Medicine Campus to inquire.

**I tried listing items on WashU Reuse and they did not sell. What should I do?**

- Here are some alternatives for donating or removing items: <https://resourcemanagement.wustl.edu/purchasing-services/surplus-property/equipment-disposal/>
- Also, see below.

**I want these things gone right away. Who can I contact?**

- The Strait Group, Bob Strait  
314-662-8080  
[bob@straitgroup.com](mailto:bob@straitgroup.com)
- WFF, Special Services (will re-home or landfill, depending on the item)
  - o Contact [wffevents@wffservices.com](mailto:wffevents@wffservices.com) (about \$35/hour)
- For the School of Medicine, you can use the move request form process listed above.

**I represent a non-profit or resale company. Can I view and request WashU surplus items?**

To be considered for an invitation to the platform, non-profits and resellers must first contact Lisa Owens. These two types of users may only view and request (not post) on the platform and are granted on a case-by-case basis. Initial waivers are required upon approval and a bill of sale must be signed and filed after each transaction.