1. As Department Approver, you will receive email notifications once your profile has been setup appropriately in PETS.

2. Log into OneStop to approve your department Surplus Pickup Request.

3. Click PETS link.
4. Click **Departments** link.

5. Select **Surplus Pickup Request** link.
6. Select disposal request for your department.

7. Click **Edit** button.
8. Click Authorized check box to approve the disposal request. **Note:** This brings up **The following conditions have been met:** window. You have to confirm the conditions have been met in order to approve the disposal request. Ensure all items associated with hazardous materials have been inspected and approved by Environmental Health & Safety (East Campus) or Prospective Health (West Campus). This includes all items associated with labs and clinics.

9. Click Yes button to approve.
10. This completes the steps for approving surplus disposal requests. **Note:** Departments will receive temporary pickup labels and a pickup manifest from Surplus Property once this request is processed.