



WashU Reuse Exchange Platform: Rheaply | Frequently Asked Questions

Who can use Rheaply?

- WashU Community Members with WashU email address can access the Rheaply 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 Rheaply?

- 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.
- Contact the Supply Chain Management team at supplychain@wustl.edu.

Can I claim items on Rheaply for personal use?

- The primary goal of Rheaply 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.
- A [Surplus Property Bill of Sale Disclaimer Form](#) needs to be completed and submitted prior to any item claimed for personal use being taken off of university property. Click the link [here to download the form](#) and submit it to [Supply Chain Management here](#).

Can any department list items on Rheaply?

- 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.
 - 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).
 - HES: Fill out a [special service request form](#) (approx. \$35/hour)
 - WashU preferred vendors for local moving service (prices vary):
 - Chuck Wright – chuck.wright@cordmoving.com, (618) 235-5561
 - George Reinschmidt – greinschmidt@dodgemoving.com, (314) 373-8126
 - Bob Strait – bob@straitgroup.com, 314-662-8080

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 Rheaply. 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 Rheaply that has an asset tag. What do I need to know?

- If an item you want to post on Rheaply 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 Rheaply 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 Rheaply?

- Assistance may be available, depending on time of year and volume of demand. Contact Cassie Hage with interest (Cassandra.hage@wustl.edu)
- Rheaply offers a listing service for lab and office clear-outs (for a fee). Contact info@rheaply.com for more information and to schedule a move out.

I tried listing items on Rheaply and they did not sell. What should I do?

- Contact Bob Strait of The Strait Group
 - Phone: 314-662-8080
 - Email: bob@straitgroup.com
- HES: Fill out a [special service request form](#) (approx. \$35/hour)

*To be considered for an invitation to the platform, non-profits and resellers must first contact Supply Chain Management at supplychain@wustl.edu. These two types of users may only view and request (not post) on the platform. Initial waivers are required upon approval and a bill of sale must be signed and filed after each transaction.