

Purchasing/Warehouse

Surplus Property and E-waste Disposal Procedures (for equipment, textbooks, supplies, and/or e-waste)

Surplus/obsolete equipment, books, and supplies must be disposed of per District Policy #3270. E-waste items must be disposed of per State DTSC and Federal EPA regulations. Please follow the procedure outlined below to coordinate the pick-up and sale or disposal of your site's surplus/obsolete equipment, textbooks, supplies, and/or e-waste:

- Requesting site must complete the “Equipment for Surplus/E-waste” form (copy attached and can be retrieved from the District's VO or Purchasing Web Page).
 - Please use separate forms for e-waste and surplus items.
 - A copy of the completed listing is to be placed with the grouping of items to be picked up (please separate e-waste from surplus).
 - Note the “Item #” on a piece of masking tape and place on each piece of equipment in easy view.
 - Power cords are to be tied up (rubber banded, etc.)
- For textbooks, please note whether books are for resale/surplus or to be destroyed (“mutilated as not to be salable as instructional materials”).
- Site to coordinate pick-up with the Warehouse Supervisor via phone call or email (ext. 5536 or rick.delval@sduhsd.net). Pick-ups can be scheduled on an “as needed basis”, but the Warehouse must be given at least one week prior notice to coordinate pick-up.
 - Email the completed listing to rick.delval@sduhsd.net
 - Once equipment has been picked up, the Warehouse will forward the listing to Purchasing for inventory control.

