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## DISPOSAL OF SURPLUS EQUIPMENT AND SUPPLIES

### Background

The purpose of this procedure is to ensure that aged and/or surplus equipment and/or supplies are disposed of efficiently at the end of their useful life, while providing the best return to the district if items are unable to be repurposed at other sites.

### Procedures

1. Principals or managers will determine if equipment or supplies are surplus to the needs of their school or department. Determination as to whether or not equipment or supplies are surplus to the needs of the district will be made by the manager of operations and/or the assistant secretary-treasurer.
2. Equipment or supplies may be declared to be surplus if the item:
  - has reached the end of its useful life cycle
  - is beyond economical repair, or is too expensive to operate
  - involves outdated technology
  - is environmentally unsafe or hazardous
  - is inappropriate for current instruction
3. All items that can be used as spares in schools or salvaged for maintenance use will be transferred to a central district storage area by maintenance.
4. Surplus items that are obsolete but in saleable condition will be listed and put out for bid, advertised, or to public auction. If not sold in a reasonable time, the items will be treated as unsaleable.
5. Preference will be given to providing surplus educational equipment to local non-profit or charitable agencies at a fair price.
6. School district employees may bid on surplus equipment and supplies in the same manner as any member of the general public.
7. All items that are unsaleable, have no value, and are not useable in the school system will be disposed of as scrap in the most economical and environmentally sensitive manner possible.
8. All electronic equipment (computers, monitors, printers and peripheral items) when deemed unusable and without value, are to be recycled through an approved electronic recycler to reduce electronic waste from the landfill.
9. All electronic equipment which has information storage capabilities will be cleaned of all data prior to its sale or disposal in accordance with the Freedom of Information and Protection of Privacy Act.

Reference: Sections 22, 23, 65, 85 School Act  
Section 30 Freedom of Information and Protection of Privacy Act