**BP 6550  Sale or Disposal of District Property Other Than Land**

Reference:

- Education Code Section 70902(b)(6); 81383, 81452; 22 CCR Waste Management § 66273.13 (SQH) or § 66273.33 (LQH)

The Chancellor is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

The replacement or exchange of District property as part of the sales or disposal must be authorized by the Board of Trustees. A list of obsolete or worn out property to be disposed of will be submitted to the CFO or Assistant Superintendent/Vice President, Institutional Development, Technology and Online Services, if computer or technology related.

Obsolete property, of any value, may be exchanged for value, sold for cash or donated as long as all of the following criteria are met (Education Code §81450.5):

- The District determines that the property is not required for school purposes, should be replaced or it is not suitable for school use.
- The received of the property is a school district, community college district or other public entity that first examines the property.
- The receipt of the property would not be inconsistent with any applicable district-wide or school site technology plan of the recipient district.

Obsolete property of less than $5,000 in value may be sold through sale without legal advertising (Ed Code §81452a).

Obsolete property of more than $5,000 in value will be sold to the highest bidder after legal advertising (Ed Code §81450).

If the Board of Trustees determines that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump or by donation to a charitable organization (Ed Code §81452c).

Once the Board of Trustees has authorized the sale or disposal of District property, the Board may delegate to any employee of the District the authority to transfer the ownership of District property or to dispose of District property in accordance with Board Policy and the Education Code (Ed Code §81450b and §81452).

E-Waste/Refurbished Computers – The District will not act as an official e-waste site. The following excerpts from the regulations apply as per Title 22 California Code of Regulations Waste Management § 66273.13 (SQH) or § 66273.33 (LQH):

- A small/large quantity handler of universal waste electronic devices may remove from the universal waste electronic devices any discrete assemblies which are typically removed during normal operation of the universal waste device, such as the removal and replacement of batteries or ink cartridges, provided the small/large quantity universal waste handler conducts the disassembly in the manner prescribed in the operating manual for the universal waste electronic device or that would otherwise be performed during the normal use of the universal waste electronic device.
• A small/large quantity handler of universal waste who recycles universal waste electronic devices by reclaiming components (e.g., circuit boards, integrated circuits, metals, plastic, wiring, batteries, lamps, etc.) from universal waste electronic devices through manual disassembly, dismantling, or otherwise manually segregating components from those devices for the purpose of directly reusing those components onsite without further processing, or sending those components offsite for direct reuse or further reclamation at another location shall comply with subsections (F)(1) through (F)(5) below.

• (F)(1) through (F)(5) describes the submittal of the Recycling Notification and Report requirements (Annual Report) to the Department of Toxic Substances Control (DTSC). The report would include such documents as the amount of universal waste electronic devices recycled (weight or count) by the handler during the previous year, where it was sent (final destination).

See Administrative Procedure 6550
Approved 05/14/08