



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: **Business and Administrative Services**

• **Purchasing**

Regulation: **DISPOSAL OF SURPLUS OR
OBSOLETE MATERIALS,
FURNITURE, EQUIPMENT AND TECHNOLOGY**

Regulation Code: BA-5.2.1
Policy Code Reference: BA-5.2
Page 1

The administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-5.2, Disposal of Surplus or Obsolete Materials, Equipment and Technology.

This administrative regulation is applicable to all materials, furniture and equipment purchased with Board funding, school generated funds, or acquired through donations or donation of funds.

The Purchasing Services Department will be responsible for the disposal of all Board surplus and obsolete materials, equipment and furniture. The Information, Communications and Technology (ICT) Department will be responsible to ensure that the disposal of all Board surplus or obsolete technology is completed in a manner that will protect corporate data and comply with environmental legislation.

It is the policy of the Board to utilize all materials, furniture and equipment throughout the maximum life cycle of the item. When an item becomes surplus and is of no further use to the Board, obsolete, unsafe, beyond reasonable repair, or the cost of storage is not economically feasible, the Board will dispose of the item. The disposal of surplus or obsolete materials, furniture or equipment shall be conducted in an economical and environmentally efficient manner in accordance with this administrative regulation. Disposal shall be designed for maximum return through sale and/or to minimize cost for disposal. The sale of surplus or obsolete materials, furniture and equipment shall always be conducted utilizing an open and transparent public process.

Members of the Board or employees of the Board may purchase surplus and obsolete materials, furniture and equipment providing such sale is in accordance with this administrative regulation and is conducted utilizing an open and transparent public process.

1. Disposal Process

School principals and department managers or designate will provide a complete written description (email is appropriate) of surplus or obsolete items for disposal. Where applicable, the appropriate approval authority should be advised and approve the disposal.

Purchasing Services or ICT will assess all items deemed surplus and arrange for disposal in the appropriate manner.

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Regulation Code: BA-5.2.1

Policy Code Reference: BA-5.2

Page 2

The disposal of surplus or obsolete materials, furniture, equipment and technology shall be facilitated utilizing one of the following methods:

- offer to other schools and departments within the Board,
- offer for sale through public auction or invitation to bid (online auction, live auction, or publicly advertised invitation to bid),
- store for future utilization, when appropriate and feasible,
- donate to non-profit organization or relief fund,
- return to manufacturer/supplier for trade-in or credit,
- dismantle for spare parts or for scrap value,
- dismantle for recycling of materials,
- disposal for delivery to landfill site.

The ICT Department will work with a government approved e-waste recycling company to ensure that the disposal of technology occurs in a manner that will secure corporate data and protect the Board from liability by adhering to environmental legislation.

Consideration will be given to the feasibility and cost effectiveness, along with the environmental impact of each option, in consideration of the item being disposed of.

Surplus materials, furniture, equipment and technology will be assessed for suitability of re-use within the system and, where appropriate, will be offered for re-use to all other Board locations. Surplus items will be offered by way of the Board's internal email conference system. Items posted for re-use will generally be distributed on a first-come first-served basis; however, emergent location need and distance for economic movement of the item will be considered.

Suitable surplus items will remain posted internally for a minimum of 20 workdays from time of posting, at which time Purchasing Services will dispose of the item as per this administrative regulation.

Until the surplus item is claimed, or Purchasing Services or ICT disposes of the item, the responsibility for storage will remain with the location declaring the item(s) surplus. If for any reason, the location declaring the item surplus cannot provide storage for the surplus item, Purchasing Services or ICT will assist with providing alternative options and such requests will be addressed on an individual basis. If an item requires immediate removal, Purchasing Services or ICT may proceed directly to disposal of the item as required.

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Page 3

Revenue generated from the sale of surplus items may be used to augment costs associated with disposal of the item(s) or other items.

2. Disposal Authorization:

Principal/manager or designate:	\$0 - \$25,000 in aggregate at one time
Superintendent and senior manager:	\$25,000 - \$200,000 in aggregate at one time
Director of Education and Superintendent of Business and Corporate Services:	\$200,000 and up

3. Site Closure

Items declared surplus during school or other site closure will be disposed of as per this administrative regulation. Items for re-use at other Board locations will be identified and moved to other Board sites or stored for future use. The superintendent or senior manager responsible for the location will complete an inspection of the location and authorize the disposal of the remaining items.

Public request to identify items of historical or community significance should be accommodated during the site closing process, prior to the disposal process. Items considered of historical or community significance should be removed prior to cessation of regular operations at the site.