



*Compton Unified School District*  
*Michael Bush, Warehouse Manager*  
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## CUSD E-waste Disposal Procedures

Any CUSD equipment or materials that are damaged, obsolete, or of no use to the district, can be deemed surplus. Requesting sites must ensure that #1 is completed before the materials are removed from the location. (Give very specific details on location and the equipment you need removed, tag items if possible).

1. The Principal/Department head or designee must complete the disposal form (See disposal attachment) and forward it to the Warehouse Manager and Lead Asset Inventory Specialist for review.
2. The Asset staff will schedule a date to go to the requesting site to scan items into CUSD asset inventory database. This will remove items from sites active inventory (Bulletin No. 06/07-1020).
3. Once the items have been scanned into CUSD asset inventory, the items will be picked up from the requesting site and brought to the Warehouse lot.
4. A surplus report is generated and sent to the School Board for approval to auction, sale or E-waste the materials (Per Ed Code 35168, Ed Code 17545 and AR Request to Dispose).
5. If approved by the School Board, the Warehouse Manager will set a date to auction and sale materials on the approved report.
6. For E-waste materials the district is contractually obligated to have materials removed by a CA State certified E-waste processor.

Any additional information needed please feel free to contact me via email [mbush@compton.k12.ca.us](mailto:mbush@compton.k12.ca.us) or phone at Ext 46589.

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