



Compton Unified School District
Baker Alloush, Assistant Director/ Warehouse
723 S. Alameda Street
Compton, CA 90220
Phone (310) 639-4321, Ext. 46589 or 55391 Fax (310) 635-1560

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 Assistant Director/Warehouse 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 Assistant Director/Warehouse 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 the Assistant Director/ Warehouse, Baker Alloush via email balloush@compton.k12.ca.us or on Ext.'s 46589/55391 or the Lead Inventory Specialist, Eric Wilson on erwilson@compton.k12.ca.us Ext. 55181