



Instructional Materials, Furniture, and Equipment Handling Procedure

Purpose

The purpose of this procedure is to ensure the proper handling of instructional materials, furniture, and equipment within the ROP. This document defines the distinction between surplus and trash/recycling to help teachers and staff identify items that can be utilized in the curriculum versus those that should be removed from circulation. It also outlines inventory practices and provides guidance on the compliant disposal of items purchased with grant funds.

Definition of Surplus

Surplus items are materials, equipment, and furniture that are still functional, relevant, and align with the current curriculum but are no longer needed in their current location. These items are made available to other teachers, staff, or departments before being repurposed or reassigned. Examples of surplus include:

- Textbooks and instructional materials that are still approved for use in the current curriculum
- Classroom furniture in good condition that can still be utilized
- Teaching aids, manipulatives, and supplies that remain relevant and functional
- Technology (e.g., projectors, document cameras, printers) that are still supported by the district and in working order

Procedure for Accessing Surplus

Staff members should check the surplus inventory before requesting new purchases. The current inventory list can be requested by emailing District Office M&O staff at [**surplus@sgvrop.org**](mailto:surplus@sgvrop.org).

Items marked as surplus can be claimed by another classroom or department.

Requests for surplus items must be submitted to District Office M&O at [**surplus@sgvrop.org**](mailto:surplus@sgvrop.org).

Definition of Trash/Recycling (Non-Grant Funded Equipment)

Items that are damaged, outdated, or no longer aligned with the current curriculum should be discarded or recycled appropriately. These materials should not be used in the classroom. Examples include:

- Outdated textbooks or workbooks that have been phased out by the district
- Damaged or broken furniture that is beyond repair
- Non-functional or obsolete technology that is no longer supported by IT services
- Materials with outdated educational content (e.g., old maps, encyclopedias, or software incompatible with current systems)



Procedure for Disposal

Items that qualify as trash or recycling should be reported to District Office M&O staff at surplus@sgvrop.org.

- Electronic waste must be disposed of following district e-waste guidelines.
- Books and paper materials should be placed in designated recycling bins if applicable.
- Items originally purchased with grant funds must follow the disposal guidelines outlined below.

Disposal of Surplus Purchased with Grant Funds

When disposing of surplus items purchased with grant funding, California state regulations and grant-specific requirements must be followed:

- Approval Required – Items purchased with grant funds cannot be disposed of without prior approval from the grant administrator.
- Fair Market Value Consideration – If an item has a fair market value of \$5,000 or more, written authorization must be obtained from the funding agency before disposal.
- Documentation – A disposal log must be maintained, including:
 - Item description
 - Original purchase date and cost
 - Reason for disposal
 - Final disposition (reassigned, recycled, sold, discarded)
 - Approval documentation from grantor (if required)
 - Environmentally Responsible Disposal – Items must be disposed of in an environmentally responsible manner, including proper e-waste handling and material recycling where applicable.

Inventory Method and Maintenance

A physical inventory of instructional materials, equipment, and furniture will be conducted annually, with quarterly spot checks for high-value or frequently relocated items.

Inventory records will be maintained in a centralized spreadsheet, which will include:

- Item name and description
- Serial number or identifying tag (if applicable)
- Date of purchase



- Purchase source (e.g., grant title, general fund)
- Current location
- Assigned user or custodian
- Condition/status (active, surplus, disposed)

The spreadsheet will be updated promptly as items are acquired, relocated, reassigned, or disposed of. Access to the spreadsheet is restricted to authorized personnel only.

Compliance

Teachers and staff are expected to follow these procedures to maintain an organized and effective learning environment, ensure responsible use of resources, and remain in compliance with state and grant-related regulations.

For questions or clarifications, please contact District Office M&O at [**surplus@sgvrop.org**](mailto:surplus@sgvrop.org).