

## SAM-PURCHASES

### **DISCARDED, SCRAPPED, RECYCLED, OR DISMANTLED FOR SALVAGE**

**3520.9**

(Revised 3/14)

When an agency disposes of state-owned surplus personal property by means other than the sale of the property (i.e., salvaged, scrapped, discarded, "Recycled", or hauled to a landfill) the agency's responsible employee and unit supervisor shall certify in writing that the disposition has been accomplished. The certification may be made on the [STD. 152](#), or attached and filed with the form. When the agency disposes of the property at a public landfill, the agency's representative obtains the signature of the disposal site operator or attendant, indicating that the property listed was disposed of at the site. If the landfill is unattended, the agency's responsible employee and the unit supervisor shall sign and certify that the disposition described was accomplished.

To the maximum extent possible, state agencies are required to recycle State owned surplus personal property with no useful life remaining. Agencies must dispose of irreparable and unusable electronic equipment (e-Waste) using the services of a State of California, Department of Toxic Substances Control authorized recycler.