

# Technology Discard / Recycle Procedures

Revised 02/13/2024

**\*New Discard/Pickup/\*\*[See BuybackProcedure](#)**

## All discards must be processed, collected, and ready for pick-up

**Step 1:** *Items purchased with funds from CTE, ESL, Migrant, & Title I or another program that tracks equipment purchased for your school, contact the respective department(s) before taking any action. See disposition forms linked below for discard approval.*

If Step 1 does not apply, advance to Step 2.

CTE - Submit form to Monica Connor, West Campus (Your CTE CAM can complete this step)

[https://drive.google.com/file/d/0B4JM5W9CONUMdG9oU3E3cERnUmM/view?usp=sharing&resourcekey=0-03Nbj8ZzRq2mTb\\_7mb68gw](https://drive.google.com/file/d/0B4JM5W9CONUMdG9oU3E3cERnUmM/view?usp=sharing&resourcekey=0-03Nbj8ZzRq2mTb_7mb68gw)

ESL & Migrant - Submit form to Cherish Lilly, AG Glenn

<https://docs.google.com/document/d/1fP54ybXy12dSKI2KJnQeoEtsyqA0u-GP/edit?usp=sharing&oid=113482274639011382454&rtopf=true&sd=true>

Title I - Submit form to Kebble Williams, AG Glenn

[https://docs.google.com/document/d/0B4JM5W9CONUMnJ2RnpBTTBUQzA/edit?usp=sharing&oid=113482274639011382454&resourcekey=0-a49xqfBsQ0Zt\\_e4zHfi6mQ&rtopf=true&sd=true](https://docs.google.com/document/d/0B4JM5W9CONUMnJ2RnpBTTBUQzA/edit?usp=sharing&oid=113482274639011382454&resourcekey=0-a49xqfBsQ0Zt_e4zHfi6mQ&rtopf=true&sd=true)

**Step 2:** Locate the item you are discarding in Destiny/Resource Manager and mark it as **Retired** (be sure to also put the retired/discard date in the “Date Retired” field). You will also change the item’s home location to “Discard Pile” or another home location to indicate it is no longer in use at the school/site.

**\*NEW!** To save time from updating each record, you can scan the barcodes into a google sheet and paste the link in an FMX ticket under ‘Destiny Asset Inventory Support’ requesting a ‘Bulk Update’ for discarded items.

**IMPORTANT:**

1. The items must be approved for discard (see Step 1 - CTE, Title I, etc.)
2. The items cannot currently have a checked out status (they will not update and fees may need to be applied)
3. iPads and Chromebooks will need to be identified on the list (see Step 3) As these need to be removed from our MDM.

**Step 3:** **VERY IMPORTANT for iPads and Chromebooks ONLY\*** - Record all barcodes AND serial numbers for iPads and Chromebooks on a google sheet. Be sure to record iPads on one sheet and Chromebooks on a separate sheet or tab.

*Suggestion: Run Item Status Report for retired items and sort by retired date. Copy and paste the barcode, serial number, intended use, and status in a google sheet.*

Please enter an FMX to update these items.

**Step 4:** Gather all the discards in one central location. Oftentimes this is the media center, but it can be anywhere you have a place to store the items until pickup (which may not be immediate).

- CLEARLY MARK EACH ITEM IN THE PILE AS DISCARD with painters, masking tape, etc.
- Plastic pieces such as PC stands should not be in the discard pile, but thrown away.
- Administrator PCs should have the hard drive removed by a technician before retiring.
- Notify administration and front desk staff of discard location prior to pick-up.

**Step 5:** Enter an FMX Request as “Pick Up Technology” if buyback please notate that in the request and clearly mark those items.