Section 1: Scheduling
Section 2: Receiving

Once items are delivered and or picked up from a “Manifest” inspect and sort items that are broken, incomplete or damaged. Further sort items that have metal content for recycling, items that need to be sent to landfilled as trash, electronic items for E-Waste or items that will be sold.

The categories can be identified on the manifest prior to receiving them with the Surplus Property System;

```
Manifest #12717
12/20/2021

Truck: Scheduling
Driver: Temporary Driver

Pickups

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>P/U Qty</th>
<th>Cnd</th>
<th>R</th>
<th>T</th>
<th>I#</th>
<th>TMP#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture Household - Miscellaneous Night Stands</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12717-1</td>
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<tr>
<td>Condition: Good</td>
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<tr>
<td>Furniture Household - Miscellaneous Dresser</td>
<td>6</td>
<td></td>
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<td></td>
<td>12717-2</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Furniture Household - Miscellaneous Wardrobe</td>
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<td>12717-3</td>
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<tr>
<td>Condition: Good</td>
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<td></td>
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</tr>
</tbody>
</table>

Department Signature:
```

“Go through the receiving process with screen shots may help Use the windows icon ALT & S to this will allow you to draw a box of item to paste in document."
Section 3: Disposal Metal Items

Identify item(s) by inventory number that have metal content value. If this was not done as part of the receiving process update the inventory status in Inventory Manager, select from the dropdown menu “Recycles”;

**Disposal Type**

- Turn into Surplus
- Recycles
- Trash
- Live Auction

Keep record of all inventory numbers and quantities these will be put on a SALES: Recycles/Trash Invoice/Order. Once complete if inventory with the same number is still in stock change back to “Turn into Surplus” for potential sale.

Set items outside in the metal container design for metal only (No hazardous materials and items like refrigeration units must have Freon removed if they have it)

When the container is full, items may be compacted further using the M10A forklift. (You must be certified to use the lift) Take extra care to not damage the container or the forklift. Make sure not to overfill the container and all items must be within the container.

Removal of the container can be done by call Western Metals Dispatch (855) 223-8368 to schedule a pickup day.

Items are put on a Recycles/Trash Invoice/Order in pending status to WESTERN METALS, once Western Metals process the recycling a check is sent which is validated against the Invoice/Order then the status is changed to Paid.

If payment is not received within the same month the Order date will need to be changed to reflect the current Month (Generally the 1st day of the month)
Section 4: Disposal Trash Items

After property not sale on auction, or delivery broken or incomplete and decide to destroyed
Moved out of the warehouse and setup in the dumpster container brake complete items
When the container if full
Contact to DFCM Tiffany Turner (Tiffanyturner@utah.gov ) to setup a pick up,
After she confirmed the pickup Day
I  Make sure the dumpster if ready as a not over fill and a such level, and all items are broken
When the empty container arrive let the driver where the dumpster need to be unload
Make sure the container is complete empty.
Put all inventory numbers on sp-3 invoices and closed by end of each month.
Section 5: Disposal Electronic Waste