

Item Disposal

EH&S has instructed us that items cannot be left on the loading dock area without a plan for disposal. Please do not place no longer needed items in the loading dock area unless the steps below are adhered to. The 4 most common ways for disposal of these items are:

- **Trash/Recycle**

- If the item can fit in the dumpster, please place it in the dumpster
- If the item cannot fit in our dumpster, please do not leave the item at the loading dock. Instead, please leave the item where it is and submit a Kualii work order for the item to be disposed of so it can be taken to the FM dump

- **Surplus**

- Surplus serves as an outlet to re-utilize, liquidate, recycle and dispose of excess and decommissioned university property. Surplus Sales also offers recycling services to UC Departments for various metals, electronics, video monitors, and refrigeration equipment.
- In order to generate a surplus ticket and have your item picked up, please submit an email to recbo-fiscal@ucsd.edu
 - The email must include the following:
 - Clear photos of the item(s)
 - Quantity
 - Make
 - Model
 - Serial Number
 - UCID Number (if applicable)
 - Current location of the item
 - Once the surplus ticket has been printed, adhered to the item, and the item is ready for pickup, it can be placed at the loading dock (or designated pickup spot) for Surplus
 - Please do not place the item(s) at the loading dock until they are tagged

- **Moving Services**

- UCSD Moving Services coordinates and performs office and lab moves, uncrates large equipment and furniture, assembles free-standing and modular furniture and can remove and dispose of old furniture.
- All moving services request information can be found at:
<https://blink.ucsd.edu/facilities/logistics/moving/index.html>
- Once Moving Services has been scheduled and the item is ready for pickup, it can be placed at the loading dock (or designated pickup spot)
 - Please do not place the item(s) at the loading dock until they are ready for pickup by Moving Services

- **E-Waste or Hazardous Waste**

- Chemicals and electronics often are considered e-waste or hazardous waste on campus and cannot be disposed of in normal trash or recycling bins.
 - For further information on hazardous waste and e-waste, please utilize the following links
 - <https://blink.ucsd.edu/safety/research-lab/hazardous-waste/>

- <https://blink.ucsd.edu/safety/research-lab/hazardous-waste/disposal-guidance/electronics.html>
- If you have e-waste or hazardous disposal needs, a waste tag must be created.
 - If you have one off needs, you can reach out to me and I can create a waste tag for your item
 - If you have regular disposal needs, let me know and I can request that you be added as a waste tag creator
- Once your waste tag is generated and pickup is scheduled, your item(s) can be placed at the loading dock (or designated pickup spot) for disposal
 - Please do not place the item(s) at the loading dock until they are tagged