

HAZARDOUS MATERIALS DISPOSAL PROCEDURE

	ACTIVITY	DEPARTMENT (Position) RESPONSIBLE	SUPPORTED BY	FUNDED BY
G1	Establish date for Removal. (Once each quarter in Feb., June & October, or more frequently as necessary.)	Purchasing	Associate Superintendent, Business Services	
G2	Memo Reminders Sent	Purchasing	Business Services	
G3	Identify hazardous materials on Form # PUR-002-06. Fill out completely. Give list to site APB Secretary.	APB & APC	Dept. Chairs, including; Science, Art, Industrial Arts; Family & Consumer Sciences and others Site Custodian	
G4	Send list to Purchasing	Site APB Secretary		
G5	Move materials to surplus storage area.	Site Custodian Note: Do Not Send To District Office		
G6	Authorize pick up by disposal agent.	Purchasing	Site custodian	

