



OFFICE OF ENVIRONMENTAL HEALTH & SAFETY



SAFETY ALERT

(213) 241-3199

No. 03-11

PROCEDURE FOR – DISPOSAL OF ELECTRONIC DEVICES

AUGUST 2003

Effective August 3, 2001, State Law prohibits disposal of computer monitors, televisions, and other electronic devices containing cathode ray tubes (CRTs) in regular trash. (California Code of Regulations Title 22, Section 66273.6).

To dispose of such electronic devices, a Transportation Order (attached) should be submitted to the Truck Operations Section (213) 745-1920. Truck Operations will arrange for pick-up and disposition of the items.

Inquires maybe directed to Office of Environmental Health and Safety at (213) 241-3199 or Truck Operations at (213) 745-1920.

Attachment

DISTRIBUTION: All Schools and Offices
Maintenance and Operations Offices
Garages

**TRANSPORTATION ORDER
LOS ANGELES UNIFIED SCHOOL DISTRICT**

Photocopy
As Needed

DATE:			
PICK-UP AT	School or Office (Official Name)	Organization Code	
	Address	Bldg & Room No.	
DELIVER TO	School or Office (Official Name)	Organization Code	
	Address	Bldg & Room No.	
		<input type="checkbox"/> GENERAL WHSE <input type="checkbox"/> BOOK UNIT <input type="checkbox"/> FURNITURE WHSE <input type="checkbox"/> SALVAGE WHSE	
APPROVED BY		CONTACT PERSON AND TEL. NO.	

RECEIVING CHECK	QUANTITY	UNIT	STOCK NUMBER	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	PROGRAM CODE

ABOVE ITEMS PICKED UP BY:	DATE:	RECEIVING CLERK'S SIGNATURE	DATE:
FOR STORES SECTION USE ONLY:			
<input type="checkbox"/> Inspected and pproved for return stock <input type="checkbox"/> Verified as defective		<input type="checkbox"/> APPROVED FOR CREDIT <input type="checkbox"/> NO credit to be allowed	
Signed _____ Date: _____		Signed _____ Date: _____	
FOR STOCK ACCOUNTING USE ONLY:			
Reviewed by: _____		Date: _____	
Approved for input by: _____		Date: _____	
Input by: _____		Date: _____	