Digital Swap Shop

**Division:**
Administration & Finance

**Department:**
Procurement

**Contact Information:**
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**Effective Date:**

**Revised Date:**

**Authority:**
ICSUAM 5000.00 Contracts and Procurement
ICSUAM 5201.00 Fair and Open Competition

**Objective:**
This Practice Directive concerns the Digital Swap Shop, an online platform for faculty and staff to exchange unwanted or surplus business items at no cost. This initiative will support cost savings, efficiency, and sustainability.

**Statement:**
The University leverages a government web platform, Public Surplus, to allow campus community members to post items for auction that are available at no cost to other campus members. Campus community members should safeguard University resources by obtaining office supplies, equipment, furniture, and other items through the Public Surplus website rather than purchasing new items.

If items must be purchased, campus community members shall utilize Campus Marketplace and master contract vendor agreements to ensure the prudent use of public funds.

Campus community members shall ensure that any auction items posted on Public Surplus are in excellent, good, or fair condition. Public Surplus must not be used for unsafe, broken, or hazardous items.

The Public Surplus website shall not be used for trading personal items. Campus community members may only swap University property in the Digital Swap Shop.
Ergonomic Furniture

Office furniture purchased for employees who sit at a desk for four or more hours a day should be ergonomically correct.

- Anyone wishing to purchase furniture should visit the Public Surplus website to see if any of the available auction items meet their needs. Campus community members should check auction postings to see if the item is described as ergonomically correct.
- If not, the campus community member or department should purchase approved items. See SF State’s Environment, Health, and Safety Ergonomic Chairs and Equipment Recommendations.

Campus community members who post office furniture on the Digital Swap Shop should provide information about whether the furniture is ergonomically correct in the description of the item.

- If the item was purchased as the result of an ergonomic assessment recommendation, the item is considered ergonomically correct.
- Items that are not ergonomic include the following:
  - Furniture that is broken or in bad condition,
  - Chairs that do not have armrests,
  - Chairs that have no adjustment capability or very few adjustments, e.g., only an up-and-down adjustment function.

For additional questions relating to ergonomic furniture, contact Victoria Ramos at vramos@sfsu.edu or (415) 338-1545.

Transportation/Pick-up of Auction Items

The campus community member who creates the auction must specify a pick-up location, as detailed in the Procedure for Creating Internal Auctions in Public Surplus. Item pick-up will vary depending on the size of the auction item. For smaller items that can easily be transported, the campus community member who is receiving the item is responsible for picking it up. For larger items, the individual who would like the item should contact Procurement at (415) 338-1833 to determine a moving solution for the item. The department receiving the item will be responsible for any expenses associated with moving the item. See associated procedures for details.

Items with Asset Tags

For items with asset tags, the campus community member creating an auction must complete a Property Relocation or Transfer Form once the auction closes. Any items that were originally purchased with Federal grant money may be swapped via the Digital Swap Shop.

Electronic Items

All campus community members intending to swap electronic items must follow the ITS policies on Secure E-Waste and Paper Disposal and Safeguarding Information.
Disposal of Unsafe or Broken Items

Departments are responsible for disposing of any unsafe or broken furniture or other items. For disposal of large items, contact Procurement at (415) 338-1833 to determine a moving solution.

Hazardous Materials

- Hazardous materials include but are not limited to: chemicals, flammable materials such as alcohol, paints, glues, solvents, aerosol containers, degreasers, household cleaners, and various types of batteries.

- A hazardous material may be posted for auction as long as it meets ALL the following criteria:
  
  o The container or item is in good condition (looks new or “gently used”)
  o The container label is intact (no rips or tears)
  o The container label is completely legible (no streaks, or fading)
  o The item has not expired (e.g., batteries still have life)

- Before posting a hazardous material that meets ALL the conditions, contact Environment, Health & Safety (EHS) at (415) 338-2565. Be prepared to provide the following information:
  
  o Chemical or product name
  o Manufacturer
  o Container type (plastic bottle, glass bottle, metal can, aerosol can, bag, box, other)
  o Number of containers
  o Material Safety Data Sheet (MSDS), or Safety Data Sheet (SDS)
  o Photo of hazardous materials(s)

- Hazardous materials are NOT acceptable for posting if they display ANY ONE of the following characteristics:
  
  o Containers that are not clean or show signs of residues
  o Containers with caps or lids that are no longer tight-fitting
  o Unlabeled containers, or containers with labels that are worn, torn, faded, or not completely legible
  o Batteries that show signs of leakage, or are have little to no life left
  o Compact fluorescent light bulbs with little to no life left

Hazardous materials that display any one of the above characteristics are considered “waste-like” and must be managed as hazardous waste or universal waste (batteries, lamps, mercury-containing equipment). Contact the Environmental Compliance Manager for assistance in managing hazardous or universal wastes.

- To coordinate the disposal of hazardous materials that do not qualify for posting (i.e., hazardous waste, universal waste), contact the Environmental Compliance Manager from Environment, Health, and Safety (EH&S) at (415) 338-2565. For more information, visit the EHS website:
  
  o Hazardous Waste Management Procedure
  o Universal Waste
Procedures:
Procedure for Viewing and Bidding on Auctions on Public Surplus
Procedure for Creating Internal Auctions on Public Surplus

Searchable Words:
Digital Swap Shop, Public Surplus, internal reallocation, internal auction, auction