



Digital Swap Shop

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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. Any items that were originally purchased with Federal grant money may not be swapped via the Digital Swap Shop.

Definitions

Assetted Property: Items with a total price equaling \$1,000 or above, including taxes and shipping will have an asset tag. For these items, the campus community member creating an auction must complete a [Property Relocation or Transfer Form](#) once the auction closes.

Non-Assetted Property: Goods with a value of less than \$1,000.

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 the Ergonomics program manager at Environment, Health & Safety (EHS) at (415) 338-2565.

Transportation/Pick-up of Auction Items

It is the responsibility of the campus community member who is receiving the item to pick the item up or arrange for transportation of the item. The department receiving the item will be responsible for any expenses associated with moving the item. 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](#). For further questions, contact Procurement at (415) 338-1833. See associated procedures for details.

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](#).

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:
 - The container or item is in good condition (looks new or “gently used”)
 - The container label is intact (no rips or tears)
 - The container label is completely legible (no streaks, or fading)
 - 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:
 - Chemical or product name
 - Manufacturer
 - Container type (plastic bottle, glass bottle, metal can, aerosol can, bag, box, other)
 - Number of containers
 - Material Safety Data Sheet (MSDS), or Safety Data Sheet (SDS)
 - Photo of hazardous materials(s)

EHS will confirm via e-mail if your hazardous material is approved for posting.

- Hazardous Materials Approved for Posting
 - Be sure to include a copy of the MSDS or SDS for each hazardous material.
 - Include in the posting specific arrangements for transferring the hazardous material from the original owner to the new owner. Note: Hazardous materials must be transferred from the original location to the new location using a chemical cart or other means, which enables the hazardous material to be transferred safely from one location to another, and provides secondary containment in the event of a spill or leak. If neither the original owner or proposed new owner has such a cart, contact EHS for assistance.
 - Once the hazardous material has been transferred, BOTH parties should update their respective hazardous material inventories.
 - Previous owner should delete the item(s) from their chemical inventory.
 - New owner should ADD the items to their chemical inventory.
 - In the unlikely event of an accidental spill during transfer, contact Facilities immediately (415-338-1568) to request a spill responder.
- Hazardous materials are NOT acceptable for posting if they display ANY ONE of the following characteristics:
 - Containers that are not clean or show signs of residues
 - Containers with caps or lids that are no longer tight-fitting
 - Unlabeled containers, or containers with labels that are worn, torn, faded, or not completely legible
 - Batteries that show signs of leakage, or are have little to no life left
 - 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:
 - [Hazardous Waste Management Procedure](#)
 - [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