



Pasadena Unified School District Instructional Services LEARNING MATERIALS

Discard Learning Materials

Discard Learning Materials are items that are part of old textbook adoptions. Discards do not include items that are currently in use in PUSD schools. All Discard Learning Materials should be sent to the Warehouse for proper disposal. The CRT (elementary schools) or Library Coordinator (secondary schools) may request a Pick-up of Discards during four times each school year.

Please adhere to the following procedures:

1. The **CRT** or **Library Coordinator** boxes up the discarded materials. Do not use boxes larger than the approximate size of a case of paper. Do not put more than one content area in one box. Books from multiple grades may be put in the same box if they are all the same content area. Books from multiple publishers may be put in the same box if they are all the same content area.
2. The **CRT** or **Library Coordinator** completes a Discard Box Label for each box of Discard Learning Materials. Write the school name and circle the grade span and content area of the materials included in the box. Attach one Discard Box Label to each box.
3. The **CRT** or **Library Coordinator** works with the **Office Manager** at the school to submit a work request. Be ready to provide the following information for the Office Manager:
 - Type of Warehouse Pick-up: Discards
 - Number of Boxes
 - Deliver to location: Learning Materials
 - Contact Person and Extension: Your name and phone extension
4. The **CRT** or **Library Coordinator** works with the **Custodian** to have the boxes moved to the assigned pick-up/delivery location. If available and if access permits, please ask the Custodian to arrange the boxes on a pallet for pick-up. It is understood that this may not be possible for every pick-up, but all efforts to do so are appreciated. Discard Learning Materials must be in the assigned pick-up/delivery location the evening prior to the assigned pick-up/delivery day. (See District Delivery Days and School Site Delivery Locations.)
5. Most work requests for a warehouse pick-up of Discard Learning Materials will be filled within 5 business days of the date it is received by the **Lead Warehouse Worker**. If a pick-up is needed by a certain date, plan ahead to submit the work order request with enough advance notice.
6. Questions or concerns about a work request for a Discard Learning Materials Pick-up should be directed to the **Learning Materials Coordinator**.

Schedule for Warehouse Pick-up of Discards

Submit the Work Request during this time period:	Warehouse Pick-ups will occur during:	So that Schools can prepare for:
The 1 st and 2 nd weeks of September	September (All month)	Back to School Night
The 2 nd and 3 rd weeks of December	December-January (Winter Recess)	Second Semester
The 4 th week of March and the 1 st week of April	April (Spring Recess)	Open House
The 2 nd and 3 rd weeks of June	June-July (After Summer School starts)	Next school year

