Community Donations Program

Posting Guidelines

Ministry of Central Services

Procurement Services, Disposal Program

www.CommunityDonations.ca

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1   Introduction

The Central Services' Community Donations Program (CDP) is a web-based program that provides community organizations across Saskatchewan with the opportunity to acquire used government office furniture and equipment free of charge.

On the Community Donations website, community-based organizations can select items from an inventory of usable office furnishings no longer needed by government organizations. Different items are posted each week and one organization is randomly chosen to receive each item/posting.

Please visit the Community Donations website for more information at www.CommunityDonations.ca

2   Posting Cycle for Viewing and Claiming Items

Postings created are approved on a weekly basis. Postings entered **by noon on Thursdays** will receive priority for approval and should appear in the following Monday posting cycle.

All postings created and approved during the week will begin a 10 day cycle beginning Mondays at 8:00:00A.M.

- **Supplying Organizations** can viewing and claim items from 8:00:00 A.M. Monday to 7:59:59 A.M. Thursdays. If a supplying organization is interested in claiming a posting from another supplying organization, simply click on the "Request Button" on the bottom of the posting and it will be immediately awarded to you and removed from the website.

- **Community Based Organizations (CBO)** can view items from 8:00:00 A.M. Thursdays to 7:59:59 A.M. the following Wednesday. They will have the opportunity to express interest in the remaining postings.   On Wednesday mornings at 8:00:00 A.M., a CBO will be randomly selected for each posting. An email informing the CBO and the Supplying Organization will be automatically sent to each shortly thereafter.

3   Personal Information Security

It is the ministry's or agency's responsibility to ensure all file cabinets, desks, bookcases, etc. have been emptied of all contents. All paper/correspondence including file folders have been removed regardless if it is printed or blank to ensure all personal information has been removed. Ministries are responsible to have all paper/correspondence archived, disposed or destroyed by shredded.

All electronic storage media (computer hard drives, memory cards, etc.) must be removed from equipment and declared that it has been removed in the detailed description of the CDP posting. See policy for disposal process of electronic storage media.

Central Services policies included in Appendix A & B;
- *Electronic Storage Media Disposal Policy – See Appendix A*
- *Electronic Equipment Recycle Policy (e-Waste) – See Appendix B*

4   General Guidelines for creating a Community Donation Program (CDP) posting

> ### *It is a <u>requirement to include a picture</u> with your Communality Donation Posting*
> - *Pictures are worth a 1,000 words in describing your items!*

- Items approved to be donated through this program
  - "Typical" office related furniture, equipment or supplies.
  - Clothing – See clothing section below
- Group items of similar "category";
    computer equipment, furniture, office equipment or office supplies
- Office furniture "may" be grouped by office suite, desk, chair, file cabinet, credenza, etc.
- Items should be grouped in a "reasonable" size;
  - no larger than could be transported in a ½ ton truck;
  - 1 to 5 file cabinets, chairs, bookcases, etc.;
  - 10 computers or 10 monitors or a combination of 10 items, include accessories if possible keyboards, mice and cords;
  - 2 laptops with accessories, power supply and docking stations;
  - group items large enough so it's worth the trip to pick it up, depending on the items.
    - Example, stationary items, nobody is going to drive across town to pick up a stapler or a hand full of file folders.
- Postings can be created in advance with a future pick up date to eliminate moving expenses to an offsite or alternate location.
- Accurately identify the condition of the items.
- Pictures are now required to be included to better describe your items.
- Group items of similar condition within each posting.
- Do not group "good quality" items with items in "poor condition" or non-operational.
- Group non-operational or broken items in separate postings.

Separate postings should be created for broken or non-operational **"items of no value".** To clarify, items where the repairs are not practical such as non-operational calculators, shredders, broken chairs, tables, etc. In some cases items may be broken but may still be repairable as determined by the person claiming the items. Creating separate posting for these items keeps the process open and transparent. An automated junking authorization will be emailed for items not claimed for your records.

Typical items may include; computers with no hard drives, shelving with missing bolts, chairs with missing casters or broken parts. It is important to describe the condition accurately so the person wanting to claim the posting is aware of the condition of the items but it may still be of value to them.

Non-Typical office furniture or office equipment including other non-office miscellaneous equipment, machinery and vehicles must be declared surplus using a **Miscellaneous Property Disposal Request.** The form is available by contacting SaskSurplus@gov.sk.ca

(See section on SaskSurplus Sales process below on Page 8)

5   Dock Ready

Items must be "Dock Ready," or ready to pick up. This means the assets should be physically located together; empty, accessible, decommissioned, uninstalled or disassembled (if applicable) and marked or identified with the posting number. Someone needs to be available when assets are scheduled to be picked up at the designated date and time.

6   DISPOSAL PROCESS for: Computer Equipment

"Typical" office related computer equipment qualifies for the Community Donations Disposal Program. Computer equipment that would be categorized as **"industrial",** servers, "large" uninterrupted power supplies (UPS), switches, related cabling and server/ups racks **do not qualify under the CDP program**. These items should be sold through the SaskSurplus sale process. *(See section on SaskSurplus Sale process below)*

Posting size for desktop computers and monitors should be limited to be about 10 pieces of equipment either all of one item or groups of items that would typically belong together. Example: 5 computers and 5 monitors not counting keyboards and mice, etc. Please ensure all accessories, power cords, cables, etc. are included if possible.

Laptop Computers are in high demand. Laptop computers should be listed separately from other computer equipment and limited to **two (2) per posting**. This includes power supplies and any accessories, if applicable, docking stations, carry cases, etc.

Information Security: Computer hard drives must be removed from equipment and declared that it has been removed in your detail description of the posting.

7   DISPOSAL PROCESS: Clothing

The Community Donation Program has been expanded to include clothing.

- All clothing must not have any government logos or have had the logos removed.
- All CDP postings must state in the description that clothing is either **"New" or "Gently Used"** and clean. Please include any additional relevant condition information.
- Postings should be large enough so it's worth the time and effort to pick it up.
- Postings should also be limited to approximately 5 large boxes (about 2 cu. foot/box)
- Clothing should be grouped in relation to the groups that may be claim them;
  - Men's,
  - Women's,
  - Youth Girl's
  - Youth Boy's
  - Children's

- Depending on quantity, other sub grouping to considerations may include;
  - Footwear,
  - Jackets,
  - Undergarments.

- Separate postings should also be created for other items that can be donated under the "Clothing" category include:
  - Bedding (blankets, sheets pillow cases, Sleeping blankets/bags
  - Linens (face cloths, bath and hand towel, dish drying towels and dish cloths)

The following clothing **does not qualify for donation** and requires a completed **Miscellaneous Disposal Request** submitted to SaskSurplus@gov.sk.ca. The form is available by contacting SaskSurplus@gov.sk.ca

- Clothing that does have government identifying logos,
- Protective clothing such as armored vests, etc.
- Specialized clothing such as fire fighter suits.

8 Navigating the Community Donation Website

Searching and Viewing Postings

Click on the heading **"Postings"** then scroll down to **"Search Postings".** This will bring up an overview of all postings currently available. Please note, there may be more than one page, click on page 2 etc. on the bottom left of the screen to see the complete list.

In the posting search screen, postings can be sorted by clicking on any of the headings; Posting Number, Posting Title, Category, Organization Name or Location. Postings are originally sorted by posting number.

Hint: Before creating a posting please review how other postings are created on the website.

Creating a Posting

➢ **Posting Number** - The CDP computer system will assign the next posting number when you click on "Save" button for the first time. Updates can be made as required as re-saved. Updates can only be made while the status is "Pending". Once "Approved", no further changes can be made.

➢ **Posting Title** - The posting title should summarize the items in posting. Please avoid repeating the category in your posting title (i.e. office supplies). Lot # or quantity references can be included at the end of the title. The title should begin with **the key item name** of the items not the make or model. Example: **Monitors** - Flat Panel (IBM); **Desk** – metal; **File Cabinet** – lateral; **Camera** – 35mm Canon etc. This will allow viewers to preview the postings easier without opening them and provides the ability to sort postings alphabetically. This also allows for easier reporting on this field.

➢ **Posting Description** - Provide an accurate "detailed" description of the items in your posting, begin with the "Item Name" include make, model, dimensions, weight, color, etc. and condition if applicable. Include the serial number for multiple items if required. This field is limited to 475 characters. All information may not be displayed so you may have to use the scroll feature on the right side to view.

➤ **Adding a Photo – Pictures are required** to be added to your posting to help describe your items including the condition it is in. Ministries or CBO's do not have the opportunity to come and view your items before they have to make a decision to claim or not. Without pictures they would have to claim or express an interest in your items "sight unseen".

Pictures taken with an inexpensive digital camera or your cell phone usually has better quality than what is required. Pictures have to be in JPG format. In most cases pictures need to be resized for optimum viewing size to "Web Large" (approximately 640 x 480 pixels). Most if not all computers have editing software to resize pictures. A common picture editing tool is the Microsoft Office. Just right click on the JPG picture file and chose your favorite software.

Ensure picture file names consist of only letters and numbers, no other characters or spaces.

To add a photo**, when creating your posting you must <u>save your posting first</u>**. When your posting has been saved, **a second screen will appear**. It will then have an assigned posting number. You can then continue editing your posting.   Click on the **[add image]** icon located in the upper left corner beside the posting number. Browse your files, select the corresponding picture and save the addition to the posting. Multiple pictures can be added to each posting.

➤ **Posting Contact -** This field identifies the registered user with the authority to dispose of surplus office items. For audit purposes, records of disposals must be maintained by this person. All information distributed will be sent to the posting contact.

➤ **Disposal Contact -** This field defaults to the posting contact (above). This field may be changed to the person who would actually complete the transfer at their location and is responsible for obtaining signatures and forwarding records to the Posting Contact. Click on the […] to the right of the field to open the search screen. You can search for a contact person already setup by; name, phone number or organization. You can use the % in the search screen to broaden your search as well.

➤ **Condition -** Choose a condition from the drop down menu that accurately reflects the condition of the items in your posting. Item specific conditions may be noted in the description field.

➤ **For Salvage – Please leave this field "blank".**

➤ **Serial Number –** Optional, multiple serial numbers may be included in the description field.

➤ **Quantity -** Indicate the total "number of pieces or items" in this field. For smaller items, the number of boxes may be used.

➤ **Status** - The status of the posting will appear as pending until it is approved by Central Services. Changes to the posting may be made by the ministry up until the posting is approved.

➤ **Category and Category Description -** Select the appropriate category.

➤ **Pick Up Location -** A **"standardized format"** is required in this field which provides for sorting by City/Town. City must be listed first and in capital letters for easy viewing. Contact information is also required in this field as described below. **Information from this field also appears in the award email to the successful organization. This field is limited to 100 characters.** Please review your posting after it has been saved to ensure all information is saved and remains in the field.

> **Required Format ->** CITY (in caps), Street Address. Contact name and phone #.
>
> **Example:** REGINA, 1920 Rose Street. Contact Glen at 787-1000 to confirm pickup.

➢ **Pick Up Date and Time -** This field defaults to 4 weeks from the day the posting is created. At minimum, the pick-up date cannot be any earlier than Thursday, 11 days from the date the posting cycle began on Monday of the previous week. This allows time for a CBO to make appropriate arrangements, allows for travel time, etc. Pick up times can also be selected.

9   Unclaimed Postings – 1st Option

When a posting cycle has ended with no interest, you will receive an automated "Junking" email or "Authorization to Dispose" giving you authority to discard the items referenced in the posting as described below. The following is an excerpt from the automated email:

Saskatchewan Ministry of Central Services recommends the following disposal methods be considered in order of preference:

1.   Reuse - contact local Community Based Organizations for donation or re-post
2.   Recycle - contact recyclers (www.saskwastereduction.ca) or local yellow pages
3.   Landfill - only where necessary

If the items are not worth anything (broken beyond repair, non-operational or obsolete), please proceed with disposing of them in an environmentally friendly manner, recycle where possible as per the junking notification you received.

Please contact any "Non-Profit" organizations in your area including schools or churches to donate your unclaimed postings.

10 Unclaimed Postings – 2nd Option

If a non-profit organization can't be found and the items are in good working condition and worth selling to the public on our SaskSurplus website, Central Services is providing an alternate "sale" option in an effort to "reuse" items, minimize your moving costs and reduce items going to the land fill or recycler. Please review the *SaskSurplus Disposal Guidelines* for instructions to complete the *Miscellaneous Item Disposal Request* listing these item(s). **Please include the CDP posting number in your description**. The form guidelines and form is available by contacting SaskSurplus@gov.sk.ca

We prefer to sell items at your location which reduces your moving costs. If you would prefer to send the items to 500 McLeod Street to sell, please consider your moving costs when evaluating if the items are worth selling. Our staff resources and space is limited. We can ONLY accept items after we receive your "Equipment / Miscellaneous Disposal Request (EMDR). Our space is limited, DO NOT send anything to 500 McLeod Street until you have been contacted. Disposal request are processed by priority then on a first come first serve basis. Unexpected items shipped without our approval may have to be returned at your expense if we don't have space.

11 Large Quantities of Items or Unique Items

If you have a "large" quantity of surplus office furniture, equipment or any other unique items to dispose, please contact Victor Zimmer, Disposal Manger at (306) 798-3300.

12 SaskSurplus Sale Process

Vehicles and program equipment surplus to your ministry for disposal or sale should be declared surplus on either a "Vehicle" or "Equipment / Miscellaneous" Property Disposal Request Form. This does not include items that qualify under the Community Donations Program.

Please review the SaskSurplus Disposal Guidelines for detailed instructions. The guidelines and forms are available by contacting SaskSurplus@gov.sk.ca. The preference is to sell items at your location to minimize moving costs and maximize our available space. **You will need to provide the public viewing access, by appointment only. If this is not possible please call us for options. Digital photos are required for all items and must be in jpg format ONLY (640 x 480 internet quality)**. Email your photos and excel spreadsheet of your Property Disposal Request Form to: SaskSurplus@gov.sk.ca. The form must be **signed by an official with disposal authority** and also faxed or mailed to: SaskSurplus, 500 McLeod St. Regina, SK. Fax: 306-787-2092. Large quantities of pictures should be burned to a CD and mailed to us. Please do not send printed pictures or PDF files as these are usually not useable and must be converted to jpg digital format.

If you are not able to host the sale of your items at your location, please identify this on your Disposal Request form. You will be contacted when space is available on our sales lot floor.

Questions, please contact Central Services, Disposals:
- Victor Zimmer, Disposal Manager - (306) 798-3300
- Janine McKnight, SaskSurplus Sales Consultant - (306) 787-2238
- Lorne Wolfe, Sales Lot Attendant - (306) 787-2062
- Kevin Kuntz, Disposal Assistant – (306) 787-4865

You can also contact Central Services, Procurement Services Branch:
- Rob Isbister, Director – (306) 787-6005
- Wendy Despins, Procurement Analyst - (306) 787-1953